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# Collection Development Policy for Dominican Scholar

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# Collection Development Policy Dominican Scholar

## Purpose

The purpose of Dominican Scholar is to collect, store, showcase, and to make freely accessible, the academic output of the University's students and faculty in a single online open access environment.

## Primary Objectives

- To collect and make accessible Dominican University of California (the University) research and creative works – e.g. journal articles, working papers, presentations, media - in a centralized online repository.
- To organize the University's research and creative works, and to share them with the community – locally and globally.
- To disseminate the University's research and creative works through open availability on the Internet.

## Selection Responsibility:

Responsibility for the development and maintenance of Dominican Scholar rests with the Scholarly Communications librarian, with assistance and support coming from the Office of Academic Affairs and other library staff. The library faculty, administration, and staff are responsible for communicating the purpose of Dominican Scholar to faculty and recruiting material for inclusion. Faculty or University employees may recommend material to the Library for inclusion. Significant new projects need to be coordinated with the Library, and approved by the University Librarian, especially those that will require additional staff time, storage space, new formats, or digitization resources.

## Overview of the Collection:

Dominican Scholar is separated into sub-collections, which may contain, and are not limited to, the following types of materials:

### *Electronic Master's Theses and Capstone Projects*

Electronic copies master's theses and capstone projects from the University's students will be included in the repository starting from Fall 2012. Library staff worked with the graduate advisors on policies and procedures for deposit. Retrospective digitization and inclusion of pre-2012 theses may occur as permission from students is obtained.

## ***Faculty Works***

Dominican Scholar contains peer-reviewed materials as well as other scholarly and creative works that might otherwise not be published or made accessible. Authors are encouraged to retain post-print copies of their articles for inclusion in Dominican Scholar. Dominican Scholar is subdivided into communities by discipline. Material submitted will vary by discipline, but may include:

- Pre-prints
- Peer-reviewed articles
- Faculty produced/mentored journals
- Books and book chapters
- Patents
- Data and field research output
- Gray literature
- Video/Audio of a performance
- Image files
- White Papers
- Music scores
- Poetry
- Fiction and creative non-fiction
- Art
- Music composition recordings
- Dance
- Presentations
- Posters
- Papers
- Handouts
- Final Research Reports

## ***Full-time Faculty and Adjunct Faculty***

Full-time faculty are immediately eligible to deposit materials into Dominican Scholar at the beginning of their employment with the University. Adjunct faculty are eligible to deposit in Dominican Scholar two years after they are first employed at the University.

## ***Student Dominican Scholarly and Creative Works***

Undergraduate and graduate research is important, and is supported at Dominican University of California. Undergraduate and graduate scholarship will be included in Dominican Scholar. Examples of materials that may be included are:

- Senior theses
- Exemplary class projects
- Student conference presentations and poster boards
- Service learning projects
- Student created educational materials
- Student/faculty authored peer-reviewed journals

- Project and honor's trip image galleries
- Video/audio of a performance

### ***Conferences and Symposia***

Conferences, congresses, and symposia that are sponsored by the University are eligible for inclusion within the repository.

### **University Archives**

The University Archives program is separate yet related to the Dominican Scholar program. The Archives exists to identify, preserve, and make accessible historically significant records in a variety of formats that reflect the unique culture of the university and support administration, teaching, research, and service. Its scope includes records created or received by the university, its faculty, staff, alumni, students, and administration. The Archives collects records related to the history and culture of Dominican University of California that have long-term, indefinite administrative, legal, fiscal or historical value whereas Dominican Scholar selects specific records for web-based dissemination. Certain records may exist in both Dominican Scholar and the Archives, but their preservation and access specifications may be distinct.

Please contact the University Archivist for more information, to make a donation or record transfer, or to view a complete copy of the Dominican University of California Archives Collection & Appraisal Policy.

### **File Formats:**

Almost all types of formats can be submitted. If an unsupported file format is submitted, then the Library will work with the faculty member, student, or the University Office of Academic Affairs to come up with a solution.

### **Intellectual Property:**

The faculty member/staff member/student retains copyright to all items that they contribute to Dominican Scholar, unless they have previously transferred copyright to a third party. The libraries and university do not claim any copyrights. Upon deposition into Dominican Scholar, the submitting party agrees to allow the Library to make any copies for preservation or future conversion needs. If an item added to Dominican Scholar contains copyrighted material that does not meet fair use guidelines from other sources, the author should request the appropriate permissions. The Library will work with faculty to obtain copyright permissions for their published work so that it can be included in Dominican Scholar.

## **Process for Recruiting Materials:**

Librarians should ask faculty for material for inclusion in Dominican Scholar. Academic departments can set up particular selection guidelines for their department if it is desired.

## **Challenges / Withdrawals:**

If any material is challenged for removal from the IR, the decision will be forwarded first to the Dominican Scholarly Publishing Librarian, then to the University Librarian.

If an author leaves the university, his/her material will remain in the IR unless the author requests the material to be removed. We do not recommend removing of material, but we will comply with an author's wishes. If an item is removed, the record for the item will be preserved, with a note indicating the reason for withdrawal.

Elements of this document are based on guidelines created by Utah State University and the California State University, San Marcos. We acknowledge their assistance in the development of this document.

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