

## DigitalCommons@IMSA Collection Policy

Originally Issued: 7.14.2010

Revised: 12.12.2014

Revised: 3.3.2021

DigitalCommons@IMSA reflects the scholarly, innovative, and pedagogical culture of the Illinois Mathematics and Science Academy. The goal of this online repository is to share the intellectual output of IMSA and to increase visibility and impact through worldwide access.

### Goals of DigitalCommons:

- Curate, disseminate, and promote academic, innovative, and creative achievements of the faculty/staff and students at the Illinois Mathematics and Science Academy
- Ensure preservation of and persistent access to said work
- Provide a publishing platform for open access content from the Illinois Mathematics and Science Academy
- Document and record IMSA's history and progress
- Foster scholarly collaborations between colleagues

### Scope of the DigitalCommons Collection:

*Illinois Mathematics and Science Academy faculty/staff and student intellectual, innovative, and creative output.*

*Including, but not limited to:*

- Electronic versions of full text scholarly works
- Published, peer-reviewed literature
- Author's accepted manuscripts
- Books and book chapters
- Conference papers, posters, and presentations
- IMSA-hosted conference papers, posters, and presentations
- Creative works (art, photography, mixed media, music and video recordings)
- Classroom/teacher resources: lesson plans, teaching units
- Lectures, keynotes, speeches, and talks
- Podcasts and webinars
- Working papers and technical reports
- Unpublished scholarly and creative works
- Unpublished studies and interviews
- Digital-born files
- Scanned electronic files

*Some items may not currently be accepted for deposit into the DigitalCommons:*

- The item is not able to be deposited because of copyright issues. For example, it may violate a publisher's copyright agreement with an author to deposit a journal article as published (i.e. as a pdf from the publisher's site)
- The item is in a file format that cannot be deposited for technical reasons
- Some sets of research data may not be accepted because of their size

### Access Restrictions

It is possible to restrict access to an item or to a community. It is also possible to place an embargo on an item. Please contact the Repository Manager [jean@imsa.edu](mailto:jean@imsa.edu) to discuss available options.

### Withdrawal Policy

Once content has been deposited into the repository, it will not be removed unless for a compelling reason such as a copyright violation. Please contact the Repository Manager [jean@imsa.edu](mailto:jean@imsa.edu) to discuss available options.

### Quality Control

Quality control will be handled at a department or research level that can determine its own collection policies so long as they fit within the general collection policy.

### Formats

Digital Commons provides ongoing support for as many file formats as possible with the institutional resources that are available. Works deposited in the institutional repository will be preserved using best practices for data management and digital preservation. The proprietary or executable nature of some file formats, however, may make it impossible to guarantee persistent access to all deposited works as digital technologies evolve.

## Copyright, Intellectual Property and Digital Rights Issues

### SECTION E SUPPORT SERVICES

#### COPYRIGHT

IMSA, its employees, and its students shall respect and observe the copyright laws of the United States as it pertains to any publication that has been copyrighted in accordance with the laws of the United States.

No IMSA employee or student shall make copies of material protected by copyright for distribution, for free or with charge, unless they have first obtained permission to do so in accordance with the copyright laws of the United States.

Nothing in this policy shall be construed to preclude any employee or student from making a copy of any material for their own personal use, and not for distribution.

ADPOTED: January 12, 1987