Texas Woman's University

Library Policy Manual

Policy Name:	**Repository@TWU Collection Development Policy**
Last Library Review:	**February 2023**
Next Library Review:	**February 2024**

Purpose: To describe the framework for the acquisition, curation, and management of materials in TWU's institutional repository, the Repository@TWU.

Note: *Access, availability, usage, and occupancy limits may be changed in accordance with University guidelines regarding health and safety.*

Definitions:

Repository@TWU - Repository@TWU is a service managed in the TWU Libraries to preserve and share the scholarly and creative assets of TWU via the internet. The Repository@TWU platform (DSpace) is supported through a membership with the Texas Digital Library.

Policy:

1. **Contributors to Repository**

    Contributors may include:
    TWU faculty and staff
    TWU graduate students
    TWU undergraduate students
    Depositing:
    - Work that has been accepted elsewhere through a peer review process (such as a conference poster or paper)
    - Theses
    - Research or creative projects guided by a TWU faculty member
    - Alumni submitting scholarly work under the guidance of a TWU faculty member or Repository Administrator (940-898-3769 or 940-898-3747).

2. **Criteria for Inclusion**

    Deposited content can be scholarly, creative, research-related or teaching resources.
    Repository@TWU collections and items should:
    - Align with the TWU community's research or teaching areas
    - Exist nowhere else as digital content that is easily accessible and/or of comparable quality
    - Be in the public domain, or have documented permission granted by the copyright holder, or be allowed by Section 108 (17 U.S.C. § 108)
    - Be intended for public viewing and use
    - Be complete such as an entire publication, article, etc., and not a "part" such as an abstract, forward, or title page
    - Be intended for permanent storage in the collections of the Repository@TWU

3. **Supported Content Types**

   The following content types are among those that will be accepted:
   - Electronic theses, dissertations, and graduate capstone projects, completed by TWU graduate students in fulfillment of degree requirements
   - Professional Papers
   - Previously published, peer-reviewed, or juried works—e.g., books, journal articles, music scores, poetry, fiction and creative non-fiction, art, music recordings, and dance—with permission of rights-holder(s)
   - Prepublication pre-/post-prints with permission of rights-holder(s)
   - Open Educational Resources
   - Grey literature (e.g., technical reports, white papers, research posters, or symposia proceedings) and other unpublished scholarly works
   - Creative work- with permission of rights-holder(s)
   - Learning objects, including instructional materials and primary sources organized for teaching purposes
   - Campus-based publications
   - Course-based publications
   - Audio and video recordings

   This is a non-exhaustive list. Contributors are welcome to deposit content that can be characterized as "scholarly, creative, research-related, or teaching resources" and should contact the Repository Administrator with any questions about materials.

4. **Access to Deposited Content**

   All deposited content will be made available to the public via the internet, except when forbidden by contract, author rights, or when embargoed for a limited time. Items held in the Repository@TWU are indexed by all major search engines, including Google and Google Scholar.

5. **File formats**

   The Repository Administrator, in collaboration with the Texas Digital Library, will work to recognize and support as many file formats as possible.

6. **Withdrawal**

   All deposits are considered permanent. Content may be removed in consideration of publication agreements or exceptional circumstances.

References

- University of Chicago - Knowledge@UChicago Collection Development Policy: https://www.lib.uchicago.edu/research/scholar/digitalscholarship/institutional-repository/institutional-repository-policies/
- University of Houston Libraries - Digital Collection Development Policy: https://libraries.uh.edu/wp-content/uploads/DigitalCollectionDevelopmentPolicy.pdf
- University of North Texas – Digital Libraries Collection Development Policy: https://library.unt.edu/policies/collection-development-digital-collections/

<u>Review:</u>

The Library's Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.

Approved by Library Administration Team 02-24-2020; rev. 02-28-2023