

ScholarsArchive@OSU Collection Policy

Preamble

ScholarsArchive@OSU is Oregon State University's digital service for gathering, indexing, making available and storing the intellectual work of the Oregon State University community. It also includes materials from outside the institution in support of the university's land, sun, sea and space grant missions and other research interests.

Content Included

As a research university, OSU faculty and students frequently share the new knowledge they create through peer reviewed articles, books, and other scholarly venues.

ScholarsArchive@OSU helps OSU authors further extend the reach of these publications.

In concert with OSU's strategic plan, ScholarsArchive@OSU is critical to the dissemination of research from OSU's three signature areas of distinction (Sustainable Earth Ecosystems, Improving Human Health & Wellness, and Economic Growth & Social Progress). Additionally, ScholarsArchive@OSU seeks to ensure that faculty and students from all departments and programs are represented in the archive. It is with these intentions in mind that OSU libraries staff will actively invite authors to make their works available using reasonable methods to track new OSU faculty scholarship as well as ensuring that students have the resources they need to deposit their culminating works in a straightforward and seamless manner.

Content added to scholars archive comes in many forms, but key areas of the collection include theses and dissertations, research articles, and research data. Other types of scholarship and publications from OSU units are welcome in the archive as well. Works included will be made available using the standard (and accessible) technology that currently prevails, ensuring that barriers to access are not created.

Scope

The collection will focus on deposits of research, scholarship, and creative works, as well as materials that reflect the intellectual environment of the campus. Primary contributors will include the faculty, staff, students, administration, and affiliates of Oregon State University, but the work of non-affiliated scholars will also be accepted if the work is associated with OSU research or sponsored by OSU.

Examples of possible content to be deposited include, but are not limited to:

- Faculty research articles
- Dissertations and theses
- Reports, whitepapers, and technical documents
- Award winning student papers or presentations
- Conference papers
- Journals and books published by OSU
- Learning objects
- Faculty supported student works
- Research datasets
- Creative works
- University historical records

- OSU sponsored conference proceedings
- Publications and reports from affiliated organizations

Classified or confidential data requiring formal, contractual, or legal restrictions to access, such as HIPAA-designated Protected Health Information or data requiring Institutional Review Board approval, will not be included in ScholarsArchive@OSU without express permission from the restricting body. These types of data may be archived on central information technology (e.g. Information Systems, Community Network, etc.) servers.

Formats

ScholarsArchive@OSU 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. See the ScholarsArchive@OSU Preservation Policy (in development) for more specific information on preservation policies and categories of support for file formats.

Preservation

OSU Libraries & Press is committed to maintaining and preserving access to the content and metadata in ScholarsArchive@OSU and ensuring that all of the files and metadata in the repository are retrievable. ScholarsArchive@OSU promises to ensure that the following common file formats (among many others) are retrievable in the future, using whatever combination of techniques (such as migration, emulation, etc.) is appropriate given the context of need:

- PDF (.pdf)
- XML (.xml)
- Text (.txt)
- HTML (.htm, .html)
- JPEG (.jpg, .jpeg)
- GIF (.gif)
- TIFF (.tif, .tiff)

Metadata

A baseline and minimal set of metadata is defined for each type of work to be deposited in ScholarsArchive@OSU. Use of the required metadata elements will facilitate user access to archived works and provide the information needed to support ongoing access rights management and preservation activities.