

## **ScholarsArchive@OSU Withdrawal, Replacement, and Access Restriction Policy**

### **Preamble**

The Center for Digital Scholarship and Services, and OSU Libraries & Press, are committed to openness, access, persistency, and transparency when it comes to ScholarsArchive@OSU. It is our belief that one of the primary goals of academic inquiry is to create and share knowledge. It is in this spirit that we hold our strong commitment to open scholarship. While there are legitimate cases for restricting access to scholarship, the baseline assumption of ScholarsArchive@OSU is that content will be available for use to the wider academic world.

### **Removal**

Content deposited in ScholarsArchive@OSU will not be removed from the repository. Under certain circumstances items may be withdrawn, replaced, or restricted from view (see below), but the content will still remain in the repository to meet our commitments to persistency and transparency.

### **Withdrawals**

Under rare circumstances, items may be withdrawn from ScholarsArchive@OSU. Withdrawn items are unavailable to all users and the metadata is not indexed on the open web. However, a landing page for the item will remain in order to meet repository community requirements for persistency. The landing page will display a message similar to the message below:

*“The content you are seeking was withdrawn from ScholarsArchive@OSU on [date] at the request of [requestor or entity] due to [reason]. Please contact the repository administrator for more information.”*

This way, when a user or user agent attempts to connect to a formerly viable URL, they are directed to the landing page that explains that the item was once available, when it was withdrawn from the repository, and for what reason. The repository administrator will work with the withdrawal requestor to craft a message that is sufficiently transparent for users, but also protects the privacy of the requestor.

Content that is deposited in ScholarsArchive@OSU will not be withdrawn unless for a compelling reason such as gross errors, regulatory requirements, or academic/professional misconduct. All withdrawal requests are reviewed at least by the repository administrator, and should include a description of the reason for the request. For some content types, a withdrawal request must also be reviewed by other administrators at the University and in those cases the repository administrator will inform the requestor of this need for additional review.

### **Replacements and Version Control**

Replacement of an item in the repository with a different version will only be done for a compelling reason such as gross errors, regulatory requirements, academic/professional misconduct, or the publishing of a new version/edition of the item. All replacement requests are reviewed at least by the repository administrator, and should include a description of the reason for the request. For some content types, a replacement request must also be reviewed by other

administrators at the University and in those cases the repository administrator will inform the requestor of this need for additional review.

Content that has been approved for replacement will be treated as a new version of the item in question. New versions of the item will carry, in metadata, information about the version history of the item indicating how this most recent version relates to previous version(s). The old version of the item will be retained, but the submitter will have the option to apply access restrictions to the item (see Access Restrictions and Embargoes below).

### **Access Restrictions and Embargoes**

ScholarsArchive@OSU offers several layers of embargo and access restrictions on a case-by-case basis. Embargoes are generally offered for between 6 months and 2 years, and embargoes will be automatically lifted at the end of the embargo period. The decision to request an embargo on a dataset should be made with consideration for ScholarsArchive@OSU's stated purpose of facilitating the widest possible dissemination and use of the university's scholarship. All embargo requests are reviewed at least by the repository administrator, and should include a description of the reason for the request. For some content types, an embargo request must also be reviewed by other administrators at the University and in those cases the repository administrator will inform the requestor of this need for additional review.

Types of embargos and access restrictions include:

- OSU Community Embargo (Embargo Period: generally 6 months to 2 years)
  - Item openly available to OSU Community only
  - Metadata (author, title, abstract, etc.) openly available on the open web
  - Item openly available on the open web after embargo period expires
  - Examples:
    - Dissertations and theses that have been placed under embargo
- OSU Community Permanent Access Exception (Exception Period: indefinite)
  - Item openly available to OSU Community only
  - Metadata (author, title, abstract, etc.) openly available on the open web
  - Examples:
    - Dissertations and theses granted special exception - such as those from the Creative Writing program
- Repository Administrators Embargo (Embargo Period: generally 6 months to 2 years)
  - Item completely hidden from everyone but ScholarsArchive@OSU Administrators
  - Metadata other than author and title (abstract, etc.) completely hidden from everyone but ScholarsArchive@OSU Administrators
  - Item and metadata openly available on the open web after embargo period expires
  - Examples:
    - Datasets that are still being used to generate publications
    - Research documents that have intellectual property or patentable material on which the authors are taking action

- Items that are in violation of Institutional Review Board approval, but for which a metadata record is still desired
- Repository Administrators Permanent Access Exception (Exception Period: indefinite)
  - Item completely hidden from everyone but ScholarsArchive@OSU Administrators
  - Metadata other than author and title (abstract, etc.) completely hidden from everyone but ScholarsArchive@OSU Administrators
  - Examples:
    - Research that has been withdrawn from the repository