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## **SJSU ScholarWorks Collection Development Policy**

SJSU ScholarWorks Staff

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**IR CD Task Force Notes**

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# **SJSU ScholarWorks Collection Development Policy**

(September 6, 2022)

SJSU ScholarWorks, San José State University's institutional repository, is the primary digital preservation and discovery environment for research, scholarly, and artistic works created by the San José State University (SJSU) community. It is managed by the SJSU Library, and the collection reflects the many diverse voices and research areas at the university. Content in SJSU ScholarWorks can be made available for public discovery and access, restricted to the SJSU community, or made private to the depositor and ScholarWorks staff only.

This policy describes who may deposit content in SJSU ScholarWorks and what types of content are appropriate for deposit. This document does not address content or subject relevance. Rights and other issues may determine what levels of access can be provided to the material within the repository. Space constraints and technical feasibility may also determine what material can be deposited into SJSU ScholarWorks.

## **Who can deposit materials to SJSU ScholarWorks?**

ScholarWorks submissions may be authored, produced or sponsored by SJSU faculty, researchers, staff or students. Undergraduate and graduate students may submit their work with faculty sponsorship and/or approval. Any college, school, department, program, institute, unit, center or entity with sufficient ties to SJSU can request a presence in SJSU ScholarWorks. Works created by users unaffiliated with SJSU may be deposited in SJSU ScholarWorks if the work is part of an SJSU-sponsored publication, grant-funded project, or event such as a journal or conference. Alumni and emeritus faculty may have their work deposited in SJSU ScholarWorks if the work meets the deposit criteria.

All entities providing their work to SJSU ScholarWorks attest that they own the copyright of the work or have the right to distribute it in accordance with any existing publisher agreements and copyright law.

## What can be deposited to SJSU ScholarWorks?

Digital objects eligible for deposit to SJSU ScholarWorks include works of a scholarly, creative, or research-oriented nature. These may include, but are not limited to:

- Publications, including journal articles, conference papers, pre- and post-prints
- Books and book chapters
- Unpublished student and faculty scholarly work, including white papers, posters, presentations, and technical reports
- Datasets
- Research, scholarly, or creative materials
- Learning objects
- Theses, dissertations, and other capstone work
- Journals and conference proceedings

Works deposited in SJSU ScholarWorks should be in a digital form suitable for sharing publicly. SJSU ScholarWorks is not intended to host drafts of work. All file formats are eligible for deposit.\* Works which are deposited in closed or proprietary formats may not be fully preserved.

*\*Multimedia files may include but are not limited to: images, sound and/or video recordings, digitized art, 3D objects, and podcasts. All files must be in a digital format suitable for deposit. They must be identified, developed, and collected by SJSU researchers as part of their research or as the product of an SJSU-sponsored event.*

### **Publications, including journal articles, conference papers, pre- and post-prints**

Pre- and post-prints are forms of publications that are used in various disciplines to share work before the work is formally published. Conference papers are article-length works which have been prepared for presentation at a conference.

SJSU ScholarWorks acquires pre- and post-prints for preservation, to promote free and open access to authors' works, to increase the visibility of SJSU community-authored works, and to redistribute in an institutional repository those works for which the author has retained that specific right. SJSU ScholarWorks may collect and preserve published journal articles and conference papers if the author's publication agreement allows. Works by, or co-authored by, SJSU-affiliated faculty, staff, and students are in scope for SJSU ScholarWorks. Additionally, SJSU ScholarWorks may collect works sponsored by SJSU affiliates, even if the author of the work is not affiliated with SJSU.

### **Books and book chapters**

SJSU ScholarWorks acquires pre- and post-prints of books and book chapters for preservation, to promote the accessibility of research, scholarly, and creative content, and to redistribute in an institutional repository those works for which the author has retained that specific right. SJSU ScholarWorks may collect and preserve formally published books and book chapters if the author's publication agreement allows. Works by, or co-authored by, SJSU-affiliated faculty, staff, and students are

in scope for SJSU ScholarWorks. Additionally, SJSU ScholarWorks may collect books and book chapters sponsored by SJSU affiliates, even if the author of the work is not affiliated with SJSU.

### **Unpublished student and faculty scholarly work, including white papers, posters, presentations, and technical reports**

Unpublished scholarly works, or “grey literature,” include material that is not formally published but represent significant scholarship, research, or creative work. These are often unique materials of high research value that will not be preserved or made accessible in another way. Examples include, but are not limited to, technical reports, white papers, research posters, and scholarly presentations.

### **Datasets**

Datasets are materials that form the basis of one’s research, whether quantitative (numeric or spatial) or qualitative (images, text, video or audio recordings, digital models, code, or other non-numeric materials). They may be structured or unstructured. They are the materials analyzed to form researchers’ conclusions and may have been born digital or converted to digital formats. Researchers may have gathered these materials by measurement, obtained them as “secondary” data from other repositories, compiled them from contributors or participants, etc. Wherever possible, authors are encouraged to deposit accompanying datasets that inform the conclusions derived in a manuscript.

### **Research, scholarly, or creative materials**

Research, scholarly, or creative materials are products of the SJSU community that do not fall into other categories covered by this policy. They must be identified, developed and/or collected by SJSU affiliates.

### **Learning objects**

Learning objects are a grouping of content that are used to meet learning objectives. This category includes instructional materials as well as primary sources placed in context for the purposes of teaching. SJSU ScholarWorks collects learning objects that were developed or used at SJSU.

### **Theses, dissertations, and other capstone work**

Theses, dissertations, and other capstone works are created by students at SJSU to support their candidacy for a degree. These works exemplify the research, scholarly, and creative capacity of the community. SJSU ScholarWorks facilitates access to student theses, dissertations, and projects that fulfill degree requirements. The majority of theses, dissertations, and doctoral projects are required deposits per University and departmental guidelines. Please refer to departmental guidelines for further information. Though the deposit of master’s projects is not mandated by policy, they are welcome for inclusion.

### **Journals and conference proceedings**

SJSU ScholarWorks hosts academic journals. Additionally, SJSU ScholarWorks will collect conference proceedings which comprise a record of the research, scholarly, or creative output presented at an SJSU-sponsored conference. It is strongly preferred that the complete issue or proceeding be deposited in SJSU ScholarWorks. Works authored by non-SJSU affiliates may be deposited as part of an SJSU-sponsored parent work.

## What content is not eligible for deposit to SJSU ScholarWorks?

### Special collections and university records

Special Collections and Archives (SC&A) is also active in digital initiatives and welcomes physical materials that may be digitized, as well as born-digital or electronic records. SC&A exists to acquire, preserve, arrange, describe, and make accessible its rich holdings of rare secondary and primary materials to support the diverse teaching and research needs of undergraduates, graduates, faculty, staff, and the larger community. Documenting local and regional history as well as culture, politics, literature and selected art is a top priority. If you think your resource may be within the scope of these collections, email [special.collections@SJSU.edu](mailto:special.collections@SJSU.edu) with a description.

### Content containing personally identifiable or sensitive information

Content in SJSU ScholarWorks must be compliant with [SJSU's data policy](#). Any content which violates [FERPA](#) or [HIPAA](#), or contains personally identifiable or sensitive information will be removed. For more information about sensitive data at SJSU, see the [Institutional Review Board's Policies section](#).

### Non-digital formats

All SJSU ScholarWorks content must be in a digital format to be ingested and posted. SJSU ScholarWorks does not provide digitization services for institutional repository content. In the cases of out-of-print physical books for which an author has secured copyright and distribution permissions, SJSU ScholarWorks will digitize the work with the understanding that the physical item may be unbound and destroyed in the process.

*Acknowledgements: The SJSU ScholarWorks Collection Development Policy is adapted from the Carolina Digital Repository Collection Development Policy created by members of the University of North Carolina at Chapel Hill. (<https://blogs.lib.unc.edu/cdr/index.php/about/policies-guidelines/cdr-collection-development-policy/>)*

