

## Scope of the Repository

The ResearchCommons is a repository for the capture of the intellectual output created by University constituents in support of its teaching, research and cultural missions. The ResearchCommons connects digital materials currently in existence throughout campus to create a cohesive, useful and sustainable resource collection available to UT Arlington and the world.

Submissions must be the intellectual property of the university or university owned materials. It is recommended that submitters review [UT Arlington's Intellectual Property Handbook](#) . Faculty publications will not be reviewed, unless individual communities choose to vet submission. Additionally submitters should review the [UT System Intellectual Property Policy & Guidelines](#) .

Examples of types of materials that can be entered in this repository

- include: Digital collections (image, media, etc.)
- Electronic theses and dissertations
- Pre and post published scholarly research and articles
- Technical reports
- Working papers
- E-journals and newsletter
- Conference papers and poster sessions

## Establishing a ResearchCommons Community at UT Arlington

To set up a ResearchCommons Community, follow these basic steps:

1. The head of community becomes familiar with the ResearchCommons policies
2. It is the responsibly of entity or individual to create and maintain their collections, the head of community will be ultimately responsible for the sub-communities an collection residing under its established community.
3. Decide on the structure of your community: does it include sub-communities, and what collections you plan to establish?
4. Contact Faedra Wills ([wills@uta.edu](mailto:wills@uta.edu)) to set-up a community.

## Community Guidelines

The following individual can submit to UT Arlington's Institutional Repository at this time.

- Current faculty
- Faculty emeriti/emeritae
- Adjunct Professor
- Lecturer
- Staff
- Non-academic departments ex. ShortHorn
- Students with a faculty sponsor

## Current community structure:

Communities – Sub-Communities – Collections

- College/School (Community)
  - Department (Sub-community)
    - Individuals (Collection)
    - Committee (i.e. art dept)

- Campus Pubs & Newsletters (Community)
  - Shorthorn (Sub-Community)
- Special programs (Community)
  - Smart Hospitals (Collection)
  - Women Studies (Collection)
- Centers/Institutes (Community)
- University Administration (Community)
  - Office of President (Sub-Community)
    - President's Papers (Collection)

### **Information Needed for Community Start-up**

**Name of Community Liaison including NetID and UT Arlington email address**

**Community page:** - Name of community, to be determined by repository group.

**Sub-community pages (optional):**

- Names of sub-communities, to be determined by repository group and the person(s) requesting the subcommunity.
- Descriptions of sub-communities, to be provided by the person(s) requesting the sub-community.

**Collections:**

- Name(s) of collections associated with each community or sub-community
- Names of individuals associated with the various collections
- Descriptions of the collections(s)

**For each collection:**

- Names and email addresses of submitters
- Names and email addresses of people in workflow roles:
  - Reviewer (Ex. In the case that one person reviews all submissions for a community.)
  - Collection Administrator

### **Content Guidelines for ResearchCommons at UT Arlington**

1. The information object must be in digital form.
2. The information object must be produced, submitted and/or sponsored by UT Arlington faculty, staff or student.
3. The information object must be education or research oriented.
4. The author/owner must be agreeable, as well as able, to grant UT Arlington the rights to preserve and distribute the work via ResearchCommons.
5. The author must state the level of restriction, if any, on the work they submit. If no restriction is stated then the work will be made freely available.
6. The information object must be complete and ready for public dissemination.
7. All audio and video files must be in one of the approved digital formats [see [Digital Preservation Policy](#)]. Links to Youtube or other video server sites will not be accepted.

### **Privacy Policy**

UT Arlington is committed to preserving your privacy. The personal information we receive through ResearchCommons is used for purposes of the functioning of the system, and for the specific research purposes described below. Some information submission

will be encrypted, when required by State law. We do not share any personal information with any third parties nor do we use any personal information for any purposes other than specified on the submission page.

This system collects personal information from:

1. Users involved in the submission of ResearchCommons content and metadata
2. Users who subscribe to the ResearchCommons alerting service

It is up to the submitter to decide if they wish to provide contact information and embed this information during the submission process.

### **What rights does a ResearchCommons Campus Committee retain?**

A ResearchCommons Campus Committee retains the right to:

- Decide policy regarding acceptable types of format or content.
- Provide guidelines for submission and withdrawals and policy/procedures to support these processes.
- Approve the addition or elimination of sub-communities with the assistance of the head/s of community.