

CSUN ScholarWorks | Mission Statement & Repository Development Policies

CSUN ScholarWorks Mission:

To collect, organize, preserve and disseminate the research and creative works of CSUN faculty, students (both graduate and undergraduate) and administrators in an online, interoperable, and open-access environment.

Primary objectives:

- To gather and collect CSUN research and creative works, including journal articles and pre-prints, data sets, oral histories, educational learning objects, symposia, congresses, conferences and other university-related archives and documentation, into a centralized online repository;
- To improve access to CSUN research and creative works via the tools and platforms that provide a permanent environment for open access;
- To organize CSUN research and creative works so that individual and related works (including those with complex structures and multiple parts of files) can be easily identified through a variety of attributes (including basic metadata);
- To preserve CSUN research and creative works through the appropriate archiving of content to ensure availability in the future;
- To distribute CSUN research and creative works through open access platforms on the web and through indexing via major search engines (including Google, Yahoo!, et. al) and discovery tools (including CSU's MERLOT, WorldCat, et. al).

Repository Development:

Overview:

The CSU Chancellor's Office has made a hosted instance of DSpace, an open-source software platform used for creating institutional repositories, available to CSUN. Known by its campus moniker, ScholarWorks, the MIT/HP-developed platform is compliant with the Open Archive Initiative (OAI). It functions as a solution for digitally archiving scholarship, research, creative works, and various other types of academic content and output.

The Open-Access Philosophy:

CSUN ScholarWorks adheres to the ideals of the open access movement by providing an alternative publishing platform for the scholarship, data and creative works developed by the CSUN community. As publication models have become more costly over the past twenty years, the scholarly and creative output of professors, students and staff has become more difficult to keep accessible. We believe this increasingly restrictive access to CSUN-created scholarship is counterproductive to the non-profit, educational goals of the university. As a result, open access can provide an antidote to the predatory publishing practices of some publishing companies. We advocate an open access repository model to ensure that the intellectual output of our academic community remains available to our users as well as

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to push back against the rising costs of proprietary systems. However, we acknowledge that this repository's open-access philosophy requires that managers and users act responsibly to respect the copyrights of others.

Limits to the ScholarWorks Publication Model:

Though technically an online publication platform, ScholarWorks is not designed to replace the peer-review process of the academic journal or the committee review process for a thesis or dissertation; publication within the repository does not necessarily indicate something has been peer-reviewed or committee-reviewed. Some efforts will be made by ScholarWorks staff to ensure that submissions are of a basic quality, but generally, a submission's degree of quality will still need to be determined by outside reviewers.

Repository Structure: Collections & Project Candidates

ScholarWorks is modeled upon the structure of a university with sections of the repository devoted to the major stakeholders, namely Faculty, Staff and Students (Graduate and Undergraduate). Each college and department, in collaboration with ScholarWorks staff/personnel, will be able to develop its own presence within ScholarWorks in the form of communities and collections. Developing and populating these collections and sub-collections will form the backbone of permanently accessible scholarship and creative works.

Faculty work:

ScholarWorks will contain peer-reviewed materials as well as other scholarly and creative works that might otherwise not be published, preserved, or easily accessible. Authors are encouraged to retain pre-print copies of their articles for submission to the repository. Materials submitted will vary by discipline, but may include any of the following:

Scholarship	Data & Gray Lit	Creative Works
Article pre-prints	Data Sets	Musical Performances
Peer-Reviewed articles	White Papers / Field Research	Musical Scores/Compositions
University produced Journals	Technical Reports	Image files
University produced E-Books	Patents	Art (paintings & photography)
Patents	Handouts	Dance
Presentations	Diagrams	Poetry
Posters	Technical Drawings & Plans	Fiction
Papers	Graphs &c	Non-fiction (creative)
Final Research Reports	--	--

Electronic Theses and Dissertations (ETDs):

Starting in spring 2012, CSUN will move to a completely electronic process for the creation, submission and dissemination of Theses and Dissertations. This includes replacing the administrative paperwork

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with an electronic workflow process, and making a digital copy of the final manuscript – instead of a bound volume – available through the library catalog. The library will assume digital preservation responsibilities for the ETDs by managing the collection in ScholarWorks and by providing constant online access and daily backups. The student's thesis is submitted to ScholarWorks as part of the online submission and administrative process.

University Archives, Administrative Documents & Conferences / Symposia / Congresses:

Materials selected for the University Archive should be of significant interest to CSUN researchers as well as those from outside the institution. One major criterion for selecting documents, i.e. such as WASC documentation, should be that they are “outward-facing” rather than “inward-facing”; this entails collecting and displaying documents that were originally intended to be seen by an outside audience, such as a pamphlet or department newsletter, rather than such items as an email (or other type of internal communication) that had no original intention of being seen by a wider, more public audience. Materials should likewise have a general university focus and should document campus life and local / regional issues. When choosing materials to include in the repository, high priority should also be given to items whose access can be significantly enhanced by digitization.

Administrative documentation:

This documentation includes: administrative memos, newsletters, meeting minutes, agendas, and any other department/college-produced materials, lectures or web pages.

Conferences, Congresses & Symposia:

CSUN-sponsored conferences, congresses and symposia should be included within the ScholarWorks repository. Terms of copyright clearance and permissions need to be evaluated for each conference.

File formats:

Almost all types of formats can be submitted. However, ScholarWorks has included a set of guidelines and criteria for preferred formats, available online in CSUN ScholarWorks documentation and FAQs. Formats that do not fall within the preferred or secondary formats, and for which we do not provide full support, ScholarWorks personnel, both at the CSUN and Chancellor's Office levels, will create best practices to handle these formats.

Intellectual Property:

Those who submit to ScholarWorks retain the rights to all items that they contribute to the repository, unless they have previously transferred the copyright to a third party, such as a journal or publisher. Neither the library nor the university makes any claim upon the copyright of these items. However, the library does recommend employing a Creative Commons license; this will allow the author to state explicitly which rights are reserved and which are waived.

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Upon submitting work into the repository, the submitting party will also agree to allow the library to make copies for preservation or future conversion/migration needs. Signing off on this “non-exclusive distribution license” will give the library the legal breathing room needed to ensure long-term digital preservation, while still adhering to the spirit of copyright law.

Finally, if an item added to ScholarWorks makes use of others’ copyrighted materials and does not fall within fair-use guidelines as established by Title 17, Chapter 1, Section 107, of the US Code, and other laws such as the TEACH Act of 2002, the author should request the appropriate permissions / clearance directly from the copyright owners.

Selection Responsibility:

Responsibility for the development and maintenance of ScholarWorks rests with the Web Services Coordinator, with assistance and technical support coming from the Chancellor’s Office, the Digital Services Librarian, and the support of other Oviatt Library staff/personnel, including subject liaisons, LIS graduate interns and student workers. The library faculty, administration and staff are responsible for communicating the purpose of ScholarWorks to faculty and for recruiting content and materials for inclusion. Faculty, university employees and students may recommend material for inclusion to their representative selectors or to the Digital Services Librarian. Significant new projects – especially those projects that will require significant additional staff, time, space, or new formats, workflows and resources – are coordinated with the Digital Services Librarian, approved by library administration, and then managed by library personnel.

Digital Collection Development, Content Recruitment, & Other Services:

As a component of their research support activities, subject librarians will assist departments and individual faculty in identifying materials to include in ScholarWorks. Academic departments can establish selection guidelines particular to their respective departments, as needed. The library will also foster collection development and content recruitment by offering the following services:

CV “mining”

We can, upon request, research the copyright status of publications listed in a scholar’s/researcher’s CV in order to secure permission to legally place a copy in the institutional repository. This can be done search through the SHERPA/ROMEEO database, which contains publishers’ policies on publication within an open-access repository. This can also be done by writing letters on behalf of faculty to secure permission from those publishers not listed in SHERPA/ROMEEO. The benefits to submitting publications to ScholarWorks are twofold: 1) persistent links (known as handles) will be available for all CSUN-related scholarship in a well-organized, searchable and stable environment; 2) access will be guaranteed for the CSUN community regardless of an item’s availability through paid subscription services.

Subject liaison recruitment & consultation

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We recognize that library subject specialists will be invaluable to the development of ScholarWorks; they can provide deep insight and knowledge of their respective subjects as well as possess an understanding of the normative values of their respective cohorts. ScholarWorks will work better for individual groups if we tailor it specifically to their needs and values. ScholarWorks will rely on subject liaisons to help with spreading awareness of the advantages of using repository.

Copyright clearance & consultation

We also recognize that the acceptance and buy-in of the repository will depend on a clear understanding of copyright and the implications of adding work into an open-access repository. Our services will also include demonstrations, discussions and workshops related to copyright and issues of publication as they apply to repositories. We will also introduce a series of pamphlets and instructional materials to help explain these concepts.

Data Sets Curation & Data management plan consultation

In partnership with science and social science departments across the CSUN campus, we will be working with researchers who generate large sets of data. Our service includes helping to create a Data Management Plan (DMP), which will aid in the process of writing grant proposals and securing funding.

IR-matching consultation service

Although CSUN ScholarWorks can function as a full-fledged repository meeting the needs of multiple disciplines across the arts and sciences, it will sometimes be more appropriate for researchers/scholars/students to deposit their work in alternative repositories. We will endeavor to provide consultation for choosing the best repository to match the scholar's research results.

Department & User Profiles: "Fact Books"

Though purely in the theoretical stage at this point, we envision profiles, or "Fact Books," for each department that will provide instant feedback to users on the impact of their participation within the repository. Profiles will include the following features:

- Data Visualization
- Faculty profile information (CV info, research interests)
- Tracking department research output over time (types, amounts, subjects, etc.)
- Department IR Participation rates
- Department IR productivity rates
- Citation analysis & download tracking