

SCHOLARLY REPOSITORY AND RESEARCH COLLECTION

Policy Name: Scholarly Repository and Research Collection	Responsible Owner: Vice President Academic and Provost	Created: 2016 May
Policy Number: A.IM01.02	Approval Body: SMT	Last Reviewed/Revised: N/A
Category: Administrative	Replaces: N/A	Next Review: 2019 May

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A. PURPOSE

Douglas College disseminates research and scholarly works generated by the institution through an Institutional Repository. The Douglas College Repository is primarily an open access repository, providing both open access and restricted or limited access to digital objects. The repository aids researchers to comply with Canada’s Open Access Policy requirements that research funded by the Tri-Council agencies (CIHR, NSERC, SSHRC) be made freely available within twelve months of publication.

The aim of the repository is to increase the visibility, usage and impact of the College’s research, scholarly and creative outputs by providing a secure and enduring online platform for posterity.

B. SCOPE

1. The policy applies to members of the College Community with respect to the deposit of the following types of material:
 - a. Funded research projects, including Tri-Council Agency or other funding agencies (mandatory);
 - b. Journal articles (pre- and post- prints; voluntary);
 - c. Books, book chapters, and book sections (voluntary);
 - d. Conference papers or presentations (funded but not exclusively funded);

- e. Creative, performance-based and visual arts outputs (voluntary);
 - f. Cohort research or study projects (voluntary);
 - g. Student thesis or capstone research projects or posters (with Faculty and student approval; voluntary, mandatory if funded); and
 - h. Unpublished research reports and working papers (voluntary).
2. The following types of material are NOT included in the Repository:
- a. Course outlines, syllabi, curriculum, old exams, classroom lectures, or learning objects;
 - b. Material that violates FOIPPA; and
 - c. Material that infringes a copyright obligation of Douglas College, and/or the author(s) or creator(s), or the legal rights of a third party.

C. DEFINITIONS

1. **College Community:** Current or former faculty, employees and students.
2. **Open Access:** Free and unrestricted online access to research outputs.
3. **Outputs:** Scholarly or creative works that meet the submission types as outlined in the scope of this policy.
4. **Preservation:** Storing and protecting metadata records and digital objects for posterity.
5. **Scholarly Repository and Research Collection:** The Institutional Repository is a central archive of Douglas College's scholarly activities, deposited by their authors.
6. **Submission:** The process of forwarding research or creative output via the submission form to the Institutional Repository Librarian for the purpose of ensuring the content can be ingested into the open Repository. The submitter allows the material to be added to the Repository.
7. **Submission agreement:** Signed document provided to faculty which allows the administrator to ingest their research into the Repository.
8. **Withdrawal/Deselection:** The process of removing an item and its metadata from public view due to a legal requirement.

D. POLICY STATEMENTS

1. Douglas College is committed to:
 - a. Collecting, preserving and openly disseminating digital content created by the College Community;
 - b. Assisting researchers to comply with access requirements for research funded by Tri-Council (CIHR, NSERV, SSHRC);
 - c. Showcasing the scholarly and creative output of the College Community; and
 - d. Encouraging all faculty, staff and students to make their scholarly articles available in the Repository while a member of the College Community.

2. Exposing scholarship to support external partnerships. The Repository is managed in accordance with Douglas College policies and Canadian Copyright Law.
3. Copyright owners retain the copyright for their material stored in the Repository. The College makes every endeavour to observe and abide by current publishers' policies and Canadian Copyright Law in relation to open access institutional repositories.
4. Unless otherwise specified, digital material in the Repository is freely accessible via the Repository's web site, Repository interface and discovery tool, as well as most common search engines (e.g. Google Scholar).
5. Some material may be restricted to internal Douglas College access only.
6. All material in the Repository contains bibliographic details (metadata) such as author, title etc. and is made available for harvesting by most common search engines.
7. Wherever possible, the full text or visual creative output of the material is made freely available subject to copyright law and publisher agreements. In those cases where full text or creative output cannot be made available, the Repository provides only detailed metadata and citations with links wherever possible.
8. Repository Governance includes:
 - The Director of Learning Resources is responsible for Governance of the Repository, including procedures, management, preservation, access and use of the Repository.
 - The Research and Innovation Office (RIO) is responsible for ensuring that faculty who have received funding for research submit their materials to the Repository.
 - The Repository Administrator is responsible for: handling submission requests and making the material accessible online and the Repository software.

E. PROCEDURES

SOP to follow

F. LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

- [College Policy Website Homepage](#)
- Compliance with the Freedom of Information and Protection of Privacy Act
- Research and Scholarly Activity
- Commercialization of Intellectual Property
- Integrity in Research and Scholarship
- Ethical Conduct for Research Involving Humans
- Archives Policy
- Records Management Policy
- [Copyright Guide, Douglas College Library](#)
- [Scholarly Repository FAQs](#)
- Scholarly Repository Submission Agreement
- [Tri-Agency Open Access Policy](#)



G. RELATED ACTS AND REGULATIONS

- *Copyright Act*, R.S.C., 1985, c. C-42

H. RELATED COLLECTIVE AGREEMENT CLAUSES

- Collective Agreement between Douglas College and the DCFA – Art. 10.06 (local) and Art. 5 (common)