

**Milligan College  
MCStor  
Digital Archive**

**DSpace Policies Manual**

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# 1 Definition and Purpose

The Milligan College Digital Archive, named MCStor, is a digital repository intended to capture, distribute, and preserve scholarly work created by faculty, staff, and students at Milligan College as well as materials of historical value to the College. By offering a central location for depositing these materials, MCStor makes them available to a wider audience and helps assure long-term preservation. MCStor is maintained by the P. H. Welshimer Memorial Library, under the coordination of the College Archivist, Digital Resources & Web Development Specialist and the Milligan College Information Technology Department. There are three MCStor Administrators: the Library Director, the College Archivist, and the Digital Resources & Web Development Specialist.

Using open-source software called DSpace created at the Massachusetts Institute of Technology, MCStor provides stable, long-term storage needed to house the digital products of Milligan College faculty and researchers. For more information about the technology platform, visit: <http://www.DSpace.org>.

This document:

- Sets guidelines for what can be deposited into MCStor
- Specifies how decision-making and workflow is distributed
- Explains the implications of depositing content, including access rights, the rights and responsibilities of contributors, and conditions for withdrawing contributions
- Sets guidelines for preservation responsibilities and strategies

## 2 Community Policies

### 2.1 Definition of a Community

A Community in MCStor is a unit within Milligan College. The following are a few examples of units within the College that are possible Communities:

- academic departments
- administrative departments
- student organizations
- faculty committees
- long term projects
- faculty and students with a common academic or experiential interest

Communities are generally created and managed by MCStor Administrators. However, if a College unit wants to assume responsibilities for submitting content and setting Community guidelines, MCStor Administrators are available to assist each Community in establishing workflows and procedures.

Once enabled, a Community may utilize any suitable process for promoting their digital collection and identifying, vetting, submitting and organizing content created by or sponsored by its faculty, staff, and students.

A Community must be able to assign a coordinator to be the main contact with an MCStor Administrator. Groups not meeting the above criteria will be considered on a case by case basis by the MCStor Administrators. Only individuals that are part of a Community may submit items into the repository.

### 2.2 Creating a Community

MCStor Administrators create Communities as needed. However, if a College unit requests a Community, the MCStor Administrator will follow this process:

1. Initial contact between an MCStor Administrator and the prospective Community
2. The MCStor Administrator demonstrates MCStor to the prospective Community and provides information about MCStor, policy documents, sample submission agreements, and workflow options
3. The Community chooses a coordinator to act as a liaison to the MCStor Administrator
4. The Community provides to the MCStor Administrator a list of those members authorized to perform workflow steps
5. The MCStor Administrator creates the Community and initial Collections in consultation with the Community coordinator. The MCStor Administrator then authorizes groups and individuals as outlined by the Community.

The MCStor Administrator manages all aspects of the Community set up process, including:

- Planning and scheduling new Community and Collection set-ups
- Leading the initial Community meeting to discuss and explain set-up requirements
- Implementing workflow for the submission process, including metadata defaults
- Customizing Community and Collection home pages
- Training Community users and coordinators
- Assisting with ongoing Collection set-ups

### **2.3 Community Rights**

If a College unit requests a Community, that unit has the right to:

- Make decisions regarding Community and Collection definitions and content (within the scope of the general MCStor content guidelines)
- Remove items and Collections in accordance with the Withdrawal Policy (see section 9)
- Submit revisions or addenda to submitted materials in order to indicate a progression of research or understanding in accordance with the Revisions Policy (see section 10)
- Determine access levels to its Collections according the Access Policy (see section 8)
- Approve the addition or elimination of sub-communities
- Customize interfaces to Community content

### **2.4 Community Responsibilities**

If a College unit requests a Community, that unit has the responsibility to:

- Arrange for the submission and description of content
- Notify a MCStor Administrator of any organizational changes that affect submissions
- Clear copyright when it is not held by the submitter or Milligan College
- Determine submission workflow for each Collection within the Community.  
MCStor Administrators will be available to collaborate in the development of these workflows.

### 3 Content Policy

MCStor is a digital repository system that enables Milligan College to capture, preserve and distribute the intellectual and historical output of its faculty, students, and staff. Intellectual output supports research, has persistent value, and is expected to be on deposit indefinitely. Historical output includes permanent non-current records of academic and administrative units of Milligan College that document the College's development. The following are guidelines for the types of content appropriate for MCStor:

- The work must be produced, submitted, or sponsored by a Milligan College faculty or staff member.
- The work must not be ephemeral; deposits are intended to be permanent contributions to the repository.
- The work must be in digital form.
- The work must be complete and ready for campus or public dissemination.
- The copyright owner should be willing and able to grant Milligan College the right to preserve the work via MCStor, although the copyright owner retains copyright for all works submitted.
- Deposited materials may be written in any language.

The following works are not appropriate for submission to the Milligan College Digital Archive:

- Education records (such as files containing grades or transcripts) unless the work is a student paper or project
- Some confidential archival records of the College
- Operational materials (such as departmental policies)
- Works that use MCStor for commercial purposes

Depositors of material will authorize the submission of each file and generally should be willing to permit immediate campus or global access to the content (see the Privacy Policy in section 12). Digital files must be submitted in supported file formats in order to receive repository preservation services (see the File Management Policy in section 5).

Materials submitted should be the intellectual property of the author, the department, or Milligan College and not under any copyright restrictions imposed by a third party. Materials should be submitted to MCStor either by one of the authors listed on the material, or by an appointed agent of one of the authors. Whenever possible, the Community should store a copy of the author's permission within MCStor (see the policy on Student Work in section 13).

Materials that are not "born digital" may also be deposited in MCStor, but they must be first digitized into a supported file format.

Items submitted to MCStor that fall outside the scope of these content guidelines will either be rejected by the MCStor Administrator or sent back to the Community for revision.

## **4 Organization Policy**

Contributed materials are organized primarily according to sponsoring units on campus that are recognized as Communities in MCStor. Multidisciplinary materials may be mapped to multiple Collections within the repository.



## 5 File Management Policy

### 5.1 File Format

When submitting materials, depositors should consider the file format, since some file types are more likely to be usable over the years than others. The following file formats are acceptable for submission.

However, some file formats (such as Microsoft Word and WordPerfect) have an alternate, “preferred” format that is more stable than their native format. Some formats should also be converted to a “preservation” format for the purposes of preservation and backward compatibility (for example a Word file should be converted to PDF).

MCStor will accept files in the following formats, but some may need to be converted to a preferred or preservation format.

<b>Name</b>	<b>Extension</b>	<b>Preferred Format</b>	<b>Preservation Format</b>
Adobe PDF	pdf		
AIFF	aiff, aif, aifc, iff		
BMP	bmp		
GIF	gif		
HTML	html, htm		
JPEG	jpeg, jpg		
LateX	latex		
MARC			
Microsoft Excel	xls		pdf
Microsoft PowerPoint	ppt		pdf
Microsoft Word	doc	rtf	pdf
MPEG	mpeg, mpg, mpe		
MPEG Audio	mpa, abs, mpega		
PNG	png		
Postscript	ps, eps		
RTF	rtf, rtx		
RealAudio	ra, ram		
RealVideo	ra, ram		
SGML	sgm, sgml		
Text	txt, asc		
TIFF	tiff, tif		
Video Quicktime	mov, qt		
WAV	wav		
WordPerfect	wpd	rtf	pdf
XML	xml		

## **5.2 File Size**

There is no formal limit to the size of items submitted to and stored in MCStor. However, before submitting an item exceeding 25 Megabytes in size, the Community coordinator should contact the MCStor Administrator.

## 6 Submission Policy

Authorization to upload materials and responsibility for setting submission guidelines resides with MCStor Administrators. MCStor Administrators may delegate submission authorization to recognized Communities in MCStor.

Contributions to the repository must be produced, submitted, or sponsored by faculty or staff belonging to a recognized Community. Communities will have the ability to subgroup contributions by categories such as topic, publication series, Community member, or other logical arrangements, at the discretion of the Community.

All submissions should be checked for viruses, with the most current software available to the contributor, before they are uploaded. Any contributor who uploads a virus into MCStor will have their submission permissions restricted until the situation is resolved.

MCStor offers a flexible, easy to use submission process. Contributors complete a brief submission form and grant permission to Milligan College to distribute and preserve the work.

Authorized contributors to MCStor can:

- Post a submission to a specified Collection
- Enter metadata for a submission, using standard forms with Community-specific default values
- Include additional metadata with a submission
- Bundle multiple files of various formats in a single submission
- Allow the system to identify formats of submitted files, with user override
- Grant a non-exclusive license to Milligan College to distribute a submission in accordance with the specified distribution policy and change file formats for the purposes of preservation
- Receive updates on the progress of an item through the submission workflow process
- View past and pending submissions in a personalized workspace.

When items are deposited into a MCSTOR Community, Library staff will review the items submitted and add Dublin Core metadata as appropriate.

## **7 Non-Exclusive Distribution License**

All copyright holders wishing to have content uploaded to MCStor agree to a non-exclusive license for Milligan College to distribute a submission in accordance with the specified distribution policy and change file formats for the purposes of preservation.

## 8 Access Policy

Access to materials in MCStor is via a Web interface. Materials are searchable through MCStor or standard web search engines, such as Google. Indexing is mapped to international standards so that the materials in the archive can be routinely found by international search engines and harvesters, such as OAIster (<http://oaister.umdl.umich.edu/o/oaister/>).

### 8.1 Permissions

Access to the full text of materials is open or restricted, depending on the nature of the materials or Community preference. Generally, materials submitted to MCStor are accessible by the general public with the following exceptions:

- **Materials of a sensitive nature** (as determined by representatives of the College) may be restricted to Community members or to MCStor Administrators only (see Privacy Policy in section 12).
- **The copyright holder** may recommend that materials be restricted to current Milligan College students, faculty, and staff or to MCStor Administrators only (see section 8.2).

### 8.2 Access Recommendations

Copyright holders or College representatives (faculty or staff) may recommend alternative access levels. Contact an MCStor Administrator to set access restrictions. Copyright holders or College representatives may indicate more or less restrictive access than Milligan College would normally place on materials. Ultimately, Milligan College reserves the right to determine the access level of materials in MCStor.

Regardless of access level, material in MCStor is protected under the provisions of U.S. Code Title 17. Any copying of this work other than “fair use” (17 USC §107) continues to be prohibited without the copyright holder’s permission.

## 9 Withdrawal Policy

Milligan College claims the right to permanently preserve, in electronic format, any material deposited into MCStor. Once deposited, material may not be deleted, though under the following circumstances items will be removed from view:

- Request of the author
- Milligan College's discretion
- Legal order

To avoid loss of the historical record, all such transactions will be traced in the form of a note in a <Description.provenance> field of the Dublin Core record. The content of the note will be similar to one of the following:

“Removed from view at the request of the author”

“Removed from view at Milligan College's discretion”

“Removed from view by legal order”

Since any item that has existed at some time may have been cited, there may be a “tombstone” when the item is requested, which will include the original metadata (for verification) plus one of the above withdrawal statements in the place of the link to the object. The metadata will be visible, but not searchable. These items will also be made unavailable for metadata harvesting, though search engines such as Google may have a cached copy in their database.

All requests for withdrawal must be negotiated with an MCStor Administrator.

## **10 Revision Policy**

MCStor is a permanent archive. Authors or editors of works should ensure that the works they submit are factually accurate and that they have the right to make them available. If the status of a work is uncertain, it should not be submitted to MCStor.

In cases where authors or editors have substantially reworked the content and wish to make a newer version available, they are encouraged to submit the new or revised version as a new item. An MCStor Administrator will provide assistance in linking the earlier version with the later version and will, if the author requests it, provide information indicating which version is preferred. However, it is the policy of Milligan College also to retain the original version of works submitted to the archive.

If an author discovers after submitting a work to the archive that the file(s) contained errors, an MCStor Administrator will work with the author or editor to replace the earlier file with the corrected version or include the updated version in the item record.

## 11 Copyright Policy

Authors retain the copyright for all content posted to MCStor. Authors who submit their work to MCStor retain the copyright to their work, unless they explicitly give it away to a third party. Milligan College does not seek nor claim copyright on a work submitted to MCStor unless the College held copyright to that work prior to submission to MCStor.

The Library/MCStor asks all authors to agree to a non-exclusive distribution license, which allows authors to make other copies of their work available on other web sites or through other means without obtaining permission from Milligan College. They may also formally publish their work, in the same form or in a revised form, without obtaining permission from the College. Author agreements grant to Milligan College the non-exclusive right to reproduce, translate into other formats, and make accessible all submissions. Authors are still free to use the submitted content, in its submitted or a revised form, for any other purpose. Milligan College may also keep more than one copy of the submitted object(s) for data security and preservation purposes.

Some authors are concerned that depositing their work in MCStor might violate copyright agreements that they have with their publishers. In reality, more and more commercial publishers are recognizing authors' rights to post preprints of their work online; many also allow authors to make postprints available online. This is true even of some of the largest commercial publishers. If you would like to know where your publisher stands on this issue, visit the Sherpa web site at <http://www.sherpa.ac.uk/romeo.php> and search under the name of your publisher. If your publisher is not listed in the Sherpa database, Library staff would be happy to help you investigate this issue with your publisher. It is not unusual for you to already have permission to post your work in MCStor without having to negotiate a special agreement with your publisher.

Contributors are strongly encouraged to assign Creative Commons licenses to submissions in order to increase access while retaining certain rights. Descriptions of licenses, as well as instructions on attaching these to files, can be accessed at <http://www.creativecommons.org>.

Milligan College reserves the right to withdraw items from MCStor in accordance with the Withdrawal Policy (section 9) if notified by a third party of potential copyright infringement. In such cases, authors and Communities will be notified.



## 12 Privacy Policy

Contributors are responsible for determining privacy concerns within their submissions and assigning appropriate access policies to protect the privacy of others. MCStor Administrators are available for consultation on appropriate courses of action for material with privacy concerns not covered by MCStor policy.

Materials containing privacy concerns may be redacted or restricted to MCStor Administrators only.

- All documents that contain handwritten signatures, Social Security Numbers, state identification numbers, or credit card numbers will be digitally copied. The digital copy will then be redacted to conceal the information with privacy concerns. The redacted version will be available according to Community and Collection policies. Access to the original bitstream will be restricted to MCStor Administrators.
- Some materials, such as case studies using the names of minors, will be available to MCStor Administrators only.

The level of remedy above is determined by MCStor Administrators, College representatives, or copyright holders.

If privacy concerns are identified after a submission has been made publicly available, an MCStor Administrator is empowered to restrict access to the submission.

### 12.1 Confidentiality Policy

Contributors are responsible for determining confidentiality concerns within their own submissions and alerting an MCStor Administrator. Items with confidentiality concerns may be redacted, embargoed, or marked as private.

- Redacted items will be made available according to Community and Collection policies. Access to the original bitstream will be restricted to MCStor Administrators.
- Embargoed items will become public, or available to the Milligan College community, at some point in the future. This date is to be determined by MCStor Administrators or College representatives, in consultation with author and Community Administrator.
- Private items are not searchable and are restricted to MCStor Administrators.

The level of remedy above is determined by MCStor Administrators, College representatives, or copyright holders.

If confidentiality concerns are identified after a submission has been made publicly available, an MCStor Administrator is empowered to restrict access to the submission.

## **13 Student Work Policy**

Communities decide on what student works are appropriate for MCStor. For reasons of privacy, student papers should not include grades.

## **14 Rights and Responsibilities of the P.H. Welshimer Memorial Library/Milligan College Archives & Special Collections**

The P. H. Welshimer Memorial Library/Milligan College Archives & Special Collections retains the right to:

- Redistribute or amend metadata items in MCStor
- Refuse or withdraw items or collections according to the Withdrawal Policy (section 9)
- Renegotiate terms of agreement with Communities on a periodic basis, or upon changes to the organization which affect submissions
- Perform appraisal for long term archival preservation upon a Community unit ceasing to exist, or twenty years after the collection was created
- Move collections to reflect current Milligan College organizational structure
- Convert material to an updated format when the original digital format is in danger of becoming obsolete

The P. H. Welshimer Memorial Library/Milligan College Archives & Special Collections is responsible for:

- Retaining and maintaining submitted content
- Adding complete metadata to submitted content
- Distributing content according to MCStor policy
- Notifying a Community of significant changes to Community content, such as format conversion
- Returning content to Communities and/or transferring content to another appropriate platform in the Milligan College Archives in the event that Milligan College should cease to support DSpace
- Maintaining appropriate preservation strategies

## 15 Preservation Policy

As far as resources and technology permit, the P. H. Welshimer Memorial Library/Milligan College Archives & Special Collections will take steps to ensure that the files deposited in MCStor survive uncorrupted and continue to be usable. The steps taken to ensure long term viability of the materials include:

- Ensuring that supported file formats are secure and viable for long term preservation
- Periodic checking of file integrity to avoid data corruption
- Monitoring the technological environment to prepare for file migration as file formats become obsolete or the software needed to run them becomes unavailable

Because the technological environment is changing rapidly, it may not be possible to preserve the usability of every file format that is deposited in MCStor. The P. H. Welshimer Memorial Library/Milligan College Archives & Special Collections will make a good-faith effort to maintain the viability of the materials deposited in MCStor.

## **16 Policy Maintenance**

The P. H. Welshimer Memorial Library/Milligan College Archives & Special Collections reserves the right to change these guidelines, to review formal policies, or to terminate the project. Should the Milligan College DSpace installation ever be terminated, materials will be moved to a new platform. If a new platform is not supported by the Library/Archives, materials will be offered to their Communities when possible, or moved to the College Archives when appropriate.