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Institutional Repository Abbreviated Policy

I. PURPOSE

The Institutional Repository (IR) is intended to serve as a platform for preserving the research activities of members of the LMU community and to provide public access to that research.

II. POLICY STATEMENT

The Institutional Repository (IR) aims to promote collaboration between university departments and scholars by showcasing materials created by the LMU community. The IR offers global, long-term access to content produced by the university including dissertations, theses, academic journals, and creative work.

III. DEFINITIONS

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IV. AUDIENCE

- University Employees
- Students (Undergraduate and Graduate)
- LMU IR Users

V. COMPLIANCE

Anyone using the LMU IR agrees to comply with this policy and related federal or state laws, regulations, or university policies. By proceeding, you (henceforth known as “the Contributor”) confirm you agree with the policy above, including the [unabbreviated IR policy](#).

VI. ROLES AND RESPONSIBILITIES

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VII. STANDARDS

Only LMU affiliated contributors may have works published in the IR. Affiliated contributors include:

- Students
- Staff
- Faculty
- Adjunct faculty
- Individuals with former LMU affiliation (such as alumni or emeritus professors)
- LMU Academic Journals

Contributors agree to give the university **non-exclusive rights** to preserve and post their work. This includes the right to reproduce works in various formats in compliance with federal law.

Original authors and/or creators of the content inside LMU's IR retain full copyright of their materials. Contributors to the LMU IR must meet either of the following conditions:

- The contributor possesses full copyright of their work; or,
- The contributor must have both the right and ability to distribute the content in the LMU IR.

The library encourages authors to negotiate with publishers to retain their rights and to review agreements with publishers to ensure depositing works are allowed. For more information, please refer to the [library's guide to copyright and fair use](#) and our [guide to the IR](#).

Barring cases where contracts or embargoes prohibit it, content deposited in the IR will be made accessible to the public. Open access submissions are available to access and download online. Restricted access submissions are available to access and download online for LMU personnel and onsite only for other patrons. Content that is represented but not accessible will have a link directing individuals to the entity responsible for distributing the content. Content found in the LMU IR may be copyrighted.

VIII. PROCEDURE

A submission guideline is available on the LMU Institutional Repository website under each collection.

The LMU IR Team will endeavor to make content readable and accessible per ADA standards. All submissions are considered permanent. However, the LMU IR Team may remove content for certain situations.

- Journal publisher's policies
- Potential privacy or rights violations
- Proven copyright violation or plagiarism
- National Security
- Legal reasons, such as violation of applicable laws and statutes
- Research determined falsified

Withdrawn works will retain their abstract URLs. URLs will serve as a citation-only record to maintain history and minimize broken links. In specific cases, contributors can make amendments to content. In these cases, the team will upload an updated version of a work. All requests for removal, update, or revision must be submitted in writing to the [LMU IR Team](#).

IX. CONTACT INFORMATION

For more information regarding this policy, please contact the Office of University Counsel.

V. CONTACT INFORMATION

For more information regarding this policy, please contact the Carnegie-Vincent Library at 423.869.7079, or e-mail the IR Team Leader at LMUIR@lmunet.edu.

VI. DOCUMENT HISTORY

Effective Date:

XI. FORMS

Please see the attached Policy template to be used when drafting a new or revised policy.