Managing Access at the University of Oregon: a Case Study of Scholars’ Bank

by

Carol Hixson
Head, Metadata and Digital Library Services
University of Oregon Libraries

https://scholarsbank.uoregon.edu/dspace/handle/1794/2900
ALCTS Networked Resources and Metadata Interest Group Meeting
American Library Association Annual Conference

June 24, 2006
Types of rights

- Creators’ rights
- Publishers’ rights
- Institution’s rights
- Users’ rights
Definition of an IR

- Digital collections capturing and preserving the intellectual output of a single or multi-group community
- Set of services for the management and dissemination of digital materials
- Not just for universities
- Not just for formal publications
- Not just for faculty
- Open access (primarily)
Open access

Allows all members of society to freely access relevant cultural and scientific achievements, in particular by encouraging the free (online) availability of such information
Conference on
Open Access to Knowledge in the Sciences and Humanities
20 - 22 Oct 2003, Berlin

Berlin Declaration

Preface

The Internet has fundamentally changed the practical and economic realities of distributing scientific knowledge and cultural heritage. For the first time ever, the Internet now offers the chance to constitute a global and interactive representation of human knowledge, including cultural heritage and the guarantee of worldwide access.

We, the undersigned, feel obliged to address the challenges of the Internet as an emerging functional medium for distributing knowledge. Obviously, these developments will be able to significantly modify the nature of scientific publishing as well as the existing system of quality assurance.
Rationale and planning

• Why do it?
• What’s your timeline?
• How will you measure success?
• Who will be involved?
• How flexible is your vision?
• What system will you use?
Why establish an IR?

- Change scholarly communication patterns
- Increase institutional visibility
- Improve access to and discoverability of materials
- Highlight individual achievement
- Establish connections between resources
- Preserve materials
- Increase collaboration
What’s your timeline?

- Are there external pressures?
- When do you want to go public?
- How long do you have to plan?
- Are you in this for the long haul?
How will you measure success?

- Numbers of items collected?
- Use of materials?
- Income generated from it?
- Numbers of participants?
- User studies or surveys?
How will you measure success?

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How flexible is your vision?

- Target group
- Criteria for submission
- Model for submission
- Subsidiary services
- Long-term preservation and access
Software requirements

- Flexible system administration
- Granular authorizations
- Plug into your local authentication system
- Manage licenses and permissions
Issues that affect rights management

- *Division of responsibilities and clarification of roles*
- Structure and definition of the archive
- Services provided
- Control of content
- Submission and withdrawal
- Metadata standards
- Institutional commitment
Who will be involved?

- Library staff?
- Computing center staff?
- Faculty? Students?
- Campus administrators?
- Community partners?
- Sister institutions?
- Professional marketers?
- Academic or commercial publishers?
UO’s Steering Committee

Scholars’ Bank Steering Committee

The Scholars’ Bank Steering Committee provides oversight of the overall project. Steering Committee members began as the project team assigned to investigate the feasibility and desirability of an institutional repository for the University of Oregon.

- Carol Hixson, Head, Metadata and Digital Library Services, Coordinator of Scholars’ Bank
- Eliz Breakstone, Social Sciences Librarian, Reference and Research Services
- Heather Briston, University Archivist, Special Collections & University Archives
- Mary Grenci, Metadata Librarian and Team Leader, Metadata and Digital Library Services
- Corey Harper, Metadata Librarian and Team Leader, Metadata and Digital Library Services
- Barbara Jenkins, Head, Reference and Research Services
- JQ Johnson, Academic Education Coordinator

For information about the work of the original Institutional Repository Group and the ongoing work of the Scholars’ Bank Steering Committee at the University of Oregon Libraries, consult the group’s home page at: [http://libweb.uoregon.edu/catdept/irq/](http://libweb.uoregon.edu/catdept/irq/)
Issues that affect rights management

- Division of responsibilities and clarification of roles
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Definition of your archive

- Identification of target community
- Type of collections and materials accepted
- Submission model
- Institutional commitment
- Rules for different groups of contributors
- Restrictions on use of materials
- Type of access provided
Definition of the archive: UO

- Somehow affiliated with university
- Academic content, or in support of the academic mission
- Self or mediated submission
- Cumulative and perpetual
- Lifetime commitment to faculty
- Open access (usually), non-commercial
- Compliant with OAI-PMH
Types of collections

• Works of individual faculty or students
• Informational materials
• Administrative documents
• Archival materials or records
• Primary resources for research or study
• Group or personal collections
• Born digital or digitized
Issues that affect rights management

• Division of responsibilities and clarification of roles
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How much service?

- Assist with or handle submissions?
- Convert files on ingest?
- Clean up or review metadata?
- Digitize hard copy?
- Develop web forms for permission?
- Assist with copyright investigation or acquiring permissions?
- Assure long-term preservation of files?
Services for different users

Scholars' Bank

RESOURCE PAGE FOR STUDENTS

The following resources are provided to assist students in submitting their theses, dissertations, or class projects to Scholars' Bank. Student submissions must be sanctioned by an academic department or program of the University of Oregon.

- Student Options for Submitting Dissertations, Theses, or Class Projects to Scholars' Bank
- Permission Form for Submission to Scholars' Bank

If you have technical questions, please contact the Scholars' Bank site administrator, Carol Hixson (chixson@uoregon.edu or 346-3064) for assistance.

If you have questions about your school’s or program’s requirements, style guidelines, or their approval process, please contact the administrative offices of your school or program.

The following resources are provided to assist students in submitting their work to Scholars' Bank. Some schools or programs expect students to submit their work directly to Scholars' Bank; others expect students to work with the Scholars' Bank site administrator.

All students please review the following:

- What's in It For Me? : Reasons to Submit your Work to Scholars' Bank
- List of Student Collections in Scholars' Bank (updated Feb. 16, 2006)
- Testimonial from a Scholars' Bank Contributor / by Hilary Hart, Ph. D.
- FERPA and Scholars' Bank

Students submitting their own work directly to Scholars' Bank, please also review the following:

- Converting files to PDF for Scholars' Bank
- Logging in to Scholars' Bank
- Step-by-step Instructions for Submitting Works to Scholars' Bank
- License Agreement (Read the License Agreement Before Beginning a Submission)
Permission issues for different users

FERPA and Scholars' Bank

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Student work from current or past terms is protected under federal law and university policy:

- FERPA (Family Educational Right to Privacy Act)
- UO Student Records policy

Student work placed in Scholars’ Bank complies with FERPA requirements:

- Scholars’ Bank accepts neither student records (e.g. files containing grades or transcripts) nor directory information (e.g. information that a student with a particular name exists or existed). Education records are not considered appropriate for Scholars’ Bank.
- Students have given permission for public posting of any work they have authored that appears in Scholars’ Bank, either directly to the host department or to the Libraries. Whenever possible, the Libraries store a copy of the permission within Scholars’ Bank.

For more information about FERPA, contact Herb Chereck, University Registrar.

LINKS TO FERPA-RELATED WEB PAGES:

- Information from the UO Registrar
- U.S. Dept. of Education FERPA Site

Scholars' Bank Home
Resource Page for Students
Issues that affect rights management

- Division of responsibilities and clarification of roles
- Structure and definition of the archive
- Services provided
- *Control of content*
- Submission and withdrawal
- Metadata standards
- Institutional commitment
2. Materials submitted should be the intellectual property of the author, the department, or the University and not under any copyright restrictions imposed by a third party.

3. Materials should be submitted to Scholars' Bank either by one of the authors listed on the material, or by an appointed agent of one of the authors. The Libraries will act as the agent of the author(s) or community, when requested. When an agent acting under the direction of an author submits materials, there should be an explicit statement that the author wishes her or his work to be stored in the repository.

4. There is no formal limit to the size of items submitted to and stored in Scholars' Bank. However, before submitting an item exceeding 1 Gigabyte in size, the Community Liaison should contact Carol Hixson, Scholars' Bank Coordinator and Head, Metadata and Digital Library Services (MDLS).
Type of content accepted

Old Oregon

Holiday Greetings to Alumni
Old Oregon (1919-1993) : [203]

Collection home page

This collection contains digitized copies of the journal Old Oregon. In 1994, the title changed to Oregon Quarterly.

The University of Oregon Libraries does not intend to violate any individual's copyright. Issues of this journal that we believe to be free of copyright restrictions will be made available electronically in this archive. The digitization process will take several months (beginning February 2006). Paper versions of all issues are available in the Knight Library, Department of Special Collections and University Archives.

Authors of individual articles who wish to have their content removed from this collection should contact Carol Hixson at chixson@uoregon.edu
Type of content accepted

Title: Ghost Hunting 101: The Science & Culture of Paranormal Research & Investigation.

Authors: University of Oregon, Residence Hall Association
         Pacific Paranormal Research Society
         Trail’s End Paranormal Society

Issue Date: 1-Apr-2006

Publisher: University of Oregon

Abstract: The Walton Advisory Board panel hosted a discussion entitled “Ghost Hunting 101”. Special guests from the Pacific Paranormal Research Society debunk hollywood misconceptions about paranormal phenomena and present ghostly audio recordings and images. Additionally, the Trail’s End Paranormal Society demonstrates the tools of the trade before taking us on a night walk through the Pioneer Cemetery.

Description: 1 hour, 28 minutes, 54 seconds. Contains the following files of the presentation:
             Windows Media 1000 kbps, Windows Media 300 kbps, Quicktime 300 kbps, Real Player 300 kbps, and a Podcast link:
rtsp://tinder.uoregon.edu/media/RHA/2006/community_conversation/ghost_hunting.mp3
URI: http://hdl.handle.net/1794/2566
     rtsp://tinder.uoregon.edu/media/RHA/2006/community_conversation/ghost_hunting.mp3

Appears in Collections: UO Channel Streaming Media Archive

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What happens when someone leaves?

What Happens If You Leave the University?

If authors who have submitted work to Scholars’ Bank leave the University of Oregon, their work will be retained in the archive. If they would like to have new contact information added to their items in Scholars’ Bank, the Scholars’ Bank Coordinator will assist them in having such information added.

Faculty who leave the University of Oregon may continue to have new items added to their collections in Scholars’ Bank.

Students may contribute to Scholars’ Bank collections only while they are enrolled in programs at the University of Oregon, or if they receive the support of an existing community.

Policies and Guidelines

Scholars’ Bank Home
Commercial use

Division, 2005.
Includes bibliographical references.

URI: http://hdl.handle.net/1721.1/30152

Appears in Collections: Biological Engineering - Ph.D. / Sc.D.

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Issues that affect rights management

• Division of responsibilities and clarification of roles
• Structure and definition of the archive
• Services provided
• Control of content
• Submission and withdrawal
• Metadata standards
• Institutional commitment
Policies for submission and withdrawal: UO example

• Every community determines the specific submission policies for its collections
• Someone, whether from the library or the community itself, will revise new submissions to make sure the content is appropriate for the collection where they were submitted
• Authors may submit their own work or they may ask the library for assistance
Policies for submission and withdrawal: UO example

• At beginning, someone from library reviews first few submissions
• Library reserves the right to remove content
• Library reserves the right to change its guidelines
Revisions of Items in Scholars’ Bank

Scholars’ Bank has been established as 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 publicly available. If the status of a work is uncertain, it should not be submitted to the archive.

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. The Scholars’ Bank Coordinator 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 Scholars’ Bank also to retain the original version of works submitted to the archive. In exceptional cases, an earlier version may be completely removed from the archive, at the author’s or editor’s request.

If an author discovers after submitting a work to the archive that the file(s) contained errors, the Scholars’ Bank Coordinator will work with the author or editor to replace the earlier file with the corrected version.
Example of a withdrawal

Title: As trans as trans could be
Authors: Frye, Lezlie
Issue Date: 2004
Publisher: University of Oregon
Description: 58 p. Print copy available for checkout and interlibrary loan through the University of Oregon Libraries under the call number: HQ77.9 .F79 2004
Submitted to the Undergraduate Library Research Award scholarship competition 2004. Awarded an honorable mention scholarship. Digital content removed at the author's request.

URI: http://hdl.handle.net/1794/633
Appears in Collections: Undergraduate Library Research Awards

Files in This Item:
File Description Size Format
Show full item record

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Issues that affect rights management

- Division of responsibilities and clarification of roles
- Structure and definition of the archive
- Services provided
- Control of content
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- Metadata standards
- Institutional commitment
# Metadata

**Title:** How to Implement an Institutional Repository  
**Authors:** Hixson, Carol G., 1955-  
**Issue Date:** 4-May-2006  
**Publisher:** University of Oregon Libraries  
**Abstract:** Presented as a half-day pre-conference at the 2006 NASIG Conference in Denver, Colorado, May 4, 2006. For program details, visit the conference web site at: http://www.nasig.org/conference/2006/  
**Description:** This item is made available under the conditions of the Creative Commons license http://creativecommons.org/licenses/by-nc-nd/2.5/  
**URI:** http://hdl.handle.net/1794/2484

**Appears in Collections:** Carol G. Hixson  
**Articles, Presentations, Posters**
Issues that affect rights management

- Division of responsibilities and clarification of roles
- Structure and definition of the archive
- Services provided
- Control of content
- Submission and withdrawal
- Metadata standards
- Institutional commitment
Digital preservation

• Ensuring the long-term maintenance of a bitstream (the zeros and ones):
  • backing up files and keeping a copy at an offsite location
  • running checks to track the deterioration of storage media, files or bitstreams
Digital preservation

• Providing continued accessibility of the contents:
  • viability
  • renderability
  • understandability
Attributes of a Trusted Digital Repository

- Administrative responsibility
- Organizational viability
- Financial sustainability
- Technological and procedural suitability
- System security
- Procedural accountability
- OAIS compliance
Copyright, permission, and access

- Do authors have the right to post?
- Will putting it in IR affect later publication?
- Are authors turning over copyright to IR?
- Who gets to use content in the IR?
- What guarantees are there against plagiarism?
Authors’ right to open archiving

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Some authors are concerned that depositing their work in Scholars’ Bank 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, the library 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 Scholars’ Bank without having to negotiate a special agreement with your publisher.
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Search

Find: contains or starts with or Exact phrase only

Or view all publishers

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Later publication

TESTIMONIAL FROM A SCHOLARS' BANK CONTRIBUTOR

Hilary Hart, Ph.D.

When I handed over the completed, defended, and approved manuscript of my doctoral dissertation, I assumed that, once bound, my work of many years would hardly ever leave its shelf in the library. This prediction has so far proven fairly accurate: my dissertation has been checked out 3 times since its addition to the collection in August of 2004. As a digital file in the University of Oregon’s Scholars’ Bank, however, my work has enjoyed much higher and broader circulation. Between December 2004 and February 2006, the Scholars’ Bank listing of my dissertation has been browsed over 730 times. What’s more, an editor of a scholarly publication found my dissertation on Scholars’ Bank while searching Google and invited me to contribute to a volume he and a colleague were editing. Anyone familiar with academia knows the importance of a publication record; initial employment, tenure, and advancement depend upon it. Thus, for someone like me who is just starting out, the exposure provided by Scholars’ Bank is a huge boon.

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Use of content

Title: Sentimental modernism: women writers and the revolution of the word
Authors: Clark, Suzanne
Keywords: Modernism (Literature)
Sentimentalism in literature
Literature, Modern -- Women authors -- History and criticism
Women in literature
Issue Date: 1991
Publisher: Indiana University Press
Description: Access to these files is restricted to students in Professor Clark's classes. A print copy is available for check-out and interlibrary loan through the UO Library under the call number: PN56.M64 C55 1991
URL: http://hdl.handle.net/1794/2572
Appears in Collections: Suzanne Clark
English Faculty Research

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Plagiarism.org offers detailed information.

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Title: GAME THEORY AND INTERACTIVE LEARNING COMPUTERS IN THE CLASSROOM
Authors: WALLACE, SEAN
Keywords: Game theory
Economics
Teaching
Learning
Issue Date: Jun-2006
Abstract: Game theory is the sub-field of economics and mathematics that studies strategic decision-making behavior. Simple elements of game theory are taught in introductory micro-economics courses, typically in a lecture format. I developed software for playing economic (and other) games in a classroom setting using handheld computers.... I describe and explain the basics of two games: the Ultimatum Game and the Prisoner's Dilemma. These two games complement and challenge many of the basic tenants of economics...

Description: 24 p. A THESIS Presented to the Department of Economics and the Clark Honors College of the University of Oregon in partial fulfillment of the requirements for degree of Bachelor of Arts, June 2006.

URI: http://hdl.handle.net/1794/2848

Appears in Collections: Honors Theses

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Title: Old Oregon : 1946, Vol. 27, No. 09 (May)
Issue Date: May-1946
Publisher: University of Oregon Alumni Association
Abstract: Contains news of the campus and alumni news, as well as some feature articles, including: Hi, Ho! Come to 'State Fair'! Parade Replaces Traditional Canoe Fete / by Herb Penny -- Ineligibility Hits UO Track Squad Hopes / by Dick Shelton and Al Pietschman -- Faculty Salaries: Facts and Figures on Faculty Salary Problem -- Liberal Arts, Core of an Education: 19 Departments Make up UO College / by Barbara Gilbert -- Forced Landing, and UO Alum Meets Russians.
Description: 32 p.

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Title: The Adjustment of Stock Prices to the Announcement of a Product Liability Suit: A Test of Market Efficiency

Authors: Ellingson, Mary

Issue Date: 1988

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Appears in Collections: Honors Theses (Economics)

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Title: Ovid Transformed: The Dynamics of Sexual Positioning in Titian's Poesie
Authors: Ehrenkranz, Lacey
Issue Date: 2004
Publisher: University of Oregon
Abstract: During the mid sixteenth century Titian completed six canvases for Philip II which represent themes from Ovid’s Metamorphoses. Commonly referred to as the poesie, the series is heralded as a tour de force for its portrayal of female nudes. Each of the paintings illustrates an Ovidian myth pertaining to affairs of the Gods. Titian selected classical legends with overtly sexual overtones that would stimulate more than just the King’s intellect. Titian modified Ovid’s narrative so they were more enticing to the contemporary mind. This essay strives to prove that Titian’s deviations reflect the Renaissance perspective on relationships between the sexes, specifically the eroticism of the dominant male over the passive female.
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Carol Hixson
Head, Metadata and Digital Library Services
University of Oregon Libraries
chixson@uoregon.edu
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