

DigitalCommons@URI Policies and Guidelines

Version 2, September 2022

About DigitalCommons@URI

DigitalCommons@URI is the University of Rhode Island's Institutional Repository (IR)—an online platform that showcases the diverse array of materials produced by the URI community. Through the repository, the URI Libraries collect, organize, disseminate, preserve and promote the cultural and scholarly record of the University. Providing free and open access to URI's intellectual and creative output supports the University's core mission of education as a public good.

Members of the URI academic community are invited to contribute their digital content for preservation and worldwide accessibility through DigitalCommons@URI. Should you have any questions, please contact the staff at digitalcommons@etal.uri.edu.

Collection Development Policy

Who can contribute materials to DigitalCommons@URI?

DigitalCommons@URI includes work created by individuals or groups affiliated with a URI department, program, research team, working group, collaborative project, or conference, such as:

- URI faculty, researchers, and staff
- URI departments, schools, and colleges
- URI research centers
- Undergraduate and graduate students with faculty sponsorship

Other University-affiliated entities will be considered on a case-by-case basis.

What kinds of materials can be contributed to DigitalCommons@URI?

DigitalCommons@URI preserves and makes publicly available scholarly, scientific, professional, and cultural works created within the URI community. The repository includes:

- PhD Dissertations and Master's Theses
- Author manuscript copies of scholarly articles by URI faculty (shared per URI's Open Access Policy)
- Copies of scholarly articles by URI faculty from fully Open Access journals

- Senior Honors Projects
- Documentation of URI-hosted conferences and events (papers, presentations, programs, videos, proceedings)
- Grey literature (technical reports, research reports, working papers)
- Digitized library special collections
- Data sets and/or descriptive metadata
- Open access journals
- Books and book chapters
- URI archival records (policy documents, meeting notes, reports)
- Course materials

The URI Libraries reserve the right to deny or remove materials not within the scope of the collection development policy.

[Copyright/Permission Policy](#)

The Libraries will not knowingly upload content that violates copyright law. While we screen for basic copyright compliance and can look up publisher policies on behalf of submitters, the primary responsibility to check copyright compliance falls to the submitter of the work. Authors and submitters should ensure that they have permission to re-use any copyrighted content from third party sources, or are within Fair Use. The DigitalCommons@URI staff cannot provide legal advice but may be able to assist with some questions about copyright and permissions.

[Safeguarding Digital Commons Content](#)

Elsevier, the publisher of the Digital Commons platform, employs multiple preservation strategies to ensure the long-term integrity of deposited materials. These measures include: provision of stable URLs, robust infrastructure, privacy and security measures, daily and weekly offsite backups, dedicated staff, scheduled maintenance, software testing and development, file format migration and emulation, and OAIS and LOCKSS compliance.

The URI Libraries recently acquired Preservica to enhance its digital preservation efforts, and we are in the process of developing comprehensive digital preservation policies and procedures. Once fully implemented, Preservica will serve as the university's digital preservation system for electronic permanent records and born-digital special collections material. University records submitted to DigitalCommons@URI, including electronic theses and dissertations, will also be accessioned into the URI's University Archives and stored in Preservica. Other submissions will be appraised for permanent retention in support of the University's educational, scholarly, and research programs following Distinctive Collections' Collection Development Policy.

[File Formats](#)

The preferred file type for text documents housed in DigitalCommons@URI is Adobe Acrobat PDF, with searchable text whenever possible. When materials are submitted in Microsoft Word (doc and docx) or Rich Text Format (rtf), DigitalCommons@URI will automatically convert them to searchable PDF, retaining copies of the original for preservation purposes. Other file types will not be automatically converted to PDF as part of the submission process. PDFs that are uploaded (whether searchable or not) will not be altered in the submission process.

For other file types including images, audio, and video, the Libraries will provide guidance as needed. Please contact the IR administrator at digitalcommons@etal.uri.edu. We will promote the use of standard and open content formats whenever possible, in accordance with the Libraries' broader collection and preservation policies.

[Access and Use Policy](#)

Users are encouraged to cite and link to digital content in DigitalCommons@URI and are free to do so without asking for permission. Depending on the source of the digitized work, licenses or other contractual terms may restrict further distribution or other uses. The library does not usually have the authority to grant or deny permissions, as copyright remains with the authors, but can advise on the copyright status of works. When any permissible use is made of the materials, we request that DigitalCommons@URI be attributed as the source of the digital contents and that links to the item on DigitalCommons@URI be included where appropriate. If you have any questions about access and use, please do not hesitate to contact the DigitalCommons@URI staff at digitalcommons@etal.uri.edu or (401) 874-5079.

The default rights setting for content in DigitalCommons@URI is Open Access, meaning that anyone with an Internet connection can read the content online for free, and can reuse the material according to the stated license terms. As of 2022, materials published in 1926 or earlier are in the public domain and no longer subject to copyright.

On many items, Creative Commons licenses stipulate the terms of reuse of the content. These include:

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[Submission Guidelines](#)

At this time, the Libraries' Digital Initiatives faculty/staff will deposit all submissions to DigitalCommons@URI on behalf of contributors, except for some sections that are managed by other University groups or individuals. If you have a potential contribution, please contact Julia Lovett, Digital Initiatives Librarian, at digitalcommons@etal.uri.edu.

Submissions of scholarly articles for the URI Open Access Policy may be sent to the OA Policy email address, oopolicy@etal.uri.edu.

[Create an account in DigitalCommons@URI](#)

Creating an account in DigitalCommons@URI will give you access to usage statistics for any works associated with your email address. You will also receive monthly readership summaries.

Go to: <http://digitalcommons.uri.edu>

- Click on the “**My Account**” link on the top right of the page
- Click the “Sign up” button under “Create new account” and create a free account.
 1. Complete the form (the required fields are marked with a red asterisk and they include: email address, first name, last name, and a password.);
 2. Click “Sign up”;
 3. A confirmation email will be sent to you with a link to activate the account.

[Withdrawal and Retention Guidelines](#)

Removing content from the repository is discouraged. However, authors may request that the repository administrator remove their files. The repository administrator must approve all such withdrawals in consultation with the author. Reasons for removal may include copyright infringement, plagiarism, or falsification of data. No files will be removed by the repository administrator without the author being informed. Updated versions of content may be posted, with links to earlier versions.

[Contacts](#)

URI Libraries Digital Initiatives staff, digitalcommons@etal.uri.edu

IR Administrator: Julia Lovett, Associate Professor/Digital Initiatives Librarian, jalovett@uri.edu