University of Arkansas Institutional Repository (ScholarWorks@UARK) Policy
Approved February 24, 2015

Purpose
The purpose of ScholarWorks@UARK is to enhance the visibility and availability of the creative, scholarly, and intellectual work produced at the University of Arkansas, and when appropriate, provide open access to the material.

ScholarWorks@UARK is a partnership between the University of Arkansas community, the University Libraries, and the Office of Research and Economic Development. The material in the repository is managed, preserved, and distributed by the University Libraries.

Content
The content consists of digital versions of the output of the University of Arkansas faculty, staff, students, or administrators while employed by or affiliated with the University of Arkansas. These include original research embodied in publications, public presentations, artistic works, technical reports, working papers and dissertations and theses. See appendix 1 for a complete list.

Content Guidelines
- The work must be produced, submitted or sponsored by University of Arkansas faculty, staff, students, or administrators while employed or affiliated with the University of Arkansas.
- The work must be academically oriented or part of the University Archives.
- The work must be in digital form.
- The work should be complete and ready for distribution.
- The author/owner must be willing and able to grant the University of Arkansas the right to preserve and distribute the work via ScholarWorks@UARK.
- If the work is part of a series, other works in the series should also be contributed so that ScholarWorks@UARK can offer as full a set when possible.

Availability and Access
All material in the repository is subject to all applicable copyright laws. ScholarWorks@UARK will adhere to any restrictions requested by the copyright holder and/or embargoes or other access restrictions approved by authorized University staff or bodies.

For material deposited in the repository for which the author is the copyright owner, an appropriate license will be undertaken in agreement with the author. The license will outline what rights an end user has in relation to the deposited work.

Full-text access will only be provided after it has been confirmed that the copyright holder of the material has given permission for it to be accessible. Any copyright violations are entirely the responsibility of the authors/depositors.

If the Repository staff receives proof of copyright violation, the relevant item will be removed
immediately.

**Non-Exclusive Distribution License**
In order for ScholarWorks@UARK to reproduce, translate, and distribute the submissions worldwide, agreement to the non-exclusive distribution license is necessary.

Through this license, the author(s) or copyright owner(s) grant to the University of Arkansas the non-exclusive right to reproduce, translate (as defined below), and/or distribute this submission worldwide in electronic format.

ScholarWorks@UARK may translate the submission to any medium or format for the purpose of preservation.

ScholarWorks@UARK may keep more than one copy of this submission for purposes of security, back-up, and preservation.

The author represents that the submission is original work, and/or that the author has the right to grant the rights contained in this license. The author also represents that the submission does not, to the best of the author’s knowledge, infringe upon anyone's copyright.

If the submission contains material for which the author does not hold copyright, the author represents that he or she has obtained the unrestricted permission of the copyright owner to grant the University the rights required by this license, and that such third-party owned material is clearly identified and acknowledged within the text or content of the submission.

If the submission is based upon work that has been sponsored or supported by an agency or organization other than the university, the author represents that he or she has fulfilled any right of review or other obligations required by such contract or agreement.

ScholarWorks@UARK will not make any alteration, other than as allowed by this license, to submissions.

**Community Rights and Responsibilities**

**Author agrees to:**
- Arrange for submission and description of content
- Notify ScholarWorks@UARK staff of changes affecting submissions
- Understand and observe the policies

**University Libraries’ Responsibilities and Rights**

**The University Libraries agree to:**
- Create metadata
- Retain and maintain content submitted to ScholarWorks@UARK
- Preserve content using accepted preservation techniques
• Provide access to ScholarWorks@UARK research
• Notify authors of significant changes to content, e.g., format migration
• If University Libraries cease to support ScholarWorks@UARK, return collections to authors and transfer to University Archives collections that have ceased to exist

The University Libraries retain the right to:
• Redistribute, or amend metadata for items in ScholarWorks@UARK
• De-accession items or collections under certain circumstances -- as outlined in "Withdrawal Policy"
• Renegotiate terms of the original agreement as warranted

University of Arkansas's responsibilities
The University of Arkansas is expected to:
• Set policy at the institution level regarding issues that affect ScholarWorks@UARK, such as copyright rules, open access policies, thesis requirements, etc.
• Support functions mandated by existing policies

Privacy Policy
ScholarWorks@UARK is committed to preserving privacy. The personal information received through the repository is used solely for purposes of the functioning of the system, and for the specific research purposes described below.

This system collects personal information from:

• Users involved in the submission of content and metadata
• Users who subscribe to the repository alerting service

Personal information collected will not be used for any commercial or philanthropic purpose not directly connected with or approved by the University of Arkansas.

The University Libraries will not disclose information about individual visits to the ScholarWorks@UARK site, or personal information provided, such as name, address, email address, telephone number, etc. to any outside parties except when (i) the law requires it, or (ii) disclosure is necessary to protect the rights and property of the repository users.

Any repository records used in a publicly accessible forum, such as demonstrations, presentations, or research papers, will be scrubbed of specific references to real people and personal information.

Appendix 1: Types of material to be included in ScholarWorks@UARK

• Research Articles
  o Including published articles, preprints, and unpublished articles
- Research Data
- Theses and Dissertations
- Undergraduate honors theses or capstone projects
- Patents granted to U of A
- Law Reviews
- Journals published at U of A
  - Example: Inquiry: The University of Arkansas Undergraduate Research Journal and Arkansas Law Notes
- Open Textbooks
- Conference Proceedings (from conferences hosted at U of A)
- Publications from the Division of Agriculture
- Continuing Legal Education materials
- Creative works
  - Example: music concerts, creative writing, or art work produced as part of an academic pursuit
- Other campus publications
  - Example: Annual reports, department newsletters, and special reports from administration
- Records of campus governing bodies
  - Example: Minutes and reports from Faculty Senate
- Select unique archival material
  - Example: oral histories from the Law School and Ozarks and Large shows from KUAF