

Digital USD: Informational Overview and Collection Guidelines

Digital Initiatives, Copley Library, University of San Diego

I. About the Repository

The [Digital USD](#) repository publishes, preserves, and provides open online access to the scholarship, creative work, original data sets, and archival material produced by or affiliated with the University of San Diego community. By curating and sharing these historical and current intellectual activities, Digital USD showcases and connects the unique contributions of the university's faculty, staff, and students to an audience worldwide, fueling new research, discoveries, and knowledge.

The repository is administered by the University of San Diego (USD) Libraries. Other campus units and stakeholders may have administrative access and control over their respective collections within the repository. All administrators are expected to adhere to the guidelines outlined here.

Persons who deposit their work in the repository retain their copyright. The repository operates on the Digital Commons platform, a commercial institutional repository platform owned by Elsevier. The platform's features and capabilities are determined by Elsevier, but all content is owned by the authors or creators themselves. Content in the repository is indexed and optimized for search engine discoverability, and authors can see their download counts and other usage metrics.

The information and collection guidelines presented here provide direction as to the function of the repository and to help guide content selection and submission. Questions regarding these guidelines or the repository at large may be directed to the Digital Initiatives Librarian, Amanda Makula, at digital@sandiego.edu.

II. Content Selection and Scope

Materials submitted to the repository must be authored by, sponsored by, or otherwise created in partnership with current USD faculty, staff, students, and/or organizations. Content should relate to research, pedagogy, institutional memory, and/or special collections at the university. Examples of appropriate content include: faculty scholarship, electronic theses and dissertations, graduate and undergraduate student work, publications of university centers and institutes, open access journals, materials associated with conferences, instructional resources, university archival material, special collections material, datasets, images, and other media.

Digital USD is an open access repository, meaning content is disseminated and accessible free of charge. This reduces barriers to scholastic and creative work, allowing authors to reach the broadest audience possible and allow for greater usage, impact, and engagement. In limited cases, metadata-only records or externally linked/hosted content that lacks open access and/or

full-text availability may still be found within the repository. Certain collections, such as dissertations, allow for embargo and access restrictions.

Requirements for specific author groups and content types are as follows:

A. Faculty and staff

The repository welcomes faculty and staff to deposit copies of their scholarly and creative work, including but not limited to: publications, presentations, videos, photographs, datasets, and open educational resources. Depositing previously published work is bound by the terms of the copyright publication agreement or license agreement signed between the author and the publisher, which may dictate which version (pre-print, accepted manuscript, final published version, etc.) is eligible for repository deposit, as well as any embargo periods that apply. If necessary, contributors should work with repository staff to put such controls in place.

B. Undergraduate students

The repository includes work authored by undergraduate students. All undergraduate work must be approved or sponsored by a USD faculty member in order to be deposited.

C. Administrators

Administrators and staff are encouraged to use Digital USD to preserve and publicly share university documents of enduring value, including but not limited to: newsletters/magazines, minutes/agendas, reports, policies, etc.

D. Research Data

Digital USD offers limited options for data sharing. The repository accepts digital research data that is authored by at least one University of San Diego researcher at the time of creation. The data must be unrestricted data, meaning data without private, confidential, or other legally protected information (e.g., personally identifiable information), and must not violate an existing publication agreement, Institutional Review Board recommendations, or any contract governing the research data.

Data must be deposited for open access. Data should include a readme file describing the nature of the data at an appropriate level for purposes of reuse and discovery. Deposited data should be clean (including deduplication, correction, and normalization) and in a final, reusable state.

For more information about research data sharing options, please contact the Digital Initiatives Librarian, Amanda Makula, at digital@sandiego.edu.

E. Open Access Journals

Digital USD can host electronic, open access journals. Using this platform, journals can be published and preserved with the entire process (including manuscript submission and peer review) managed online. Journals will receive an ISSN number and DOIs are assigned to individual articles for unique identification, permanence, and greater discoverability.

In order to launch a new journal via Digital USD, at least one of the editors must be a current USD faculty/staff member or student.

For more information, please review the [Policies and Procedures for Requesting the Start of a New Journal in Digital USD](#) and then contact digital@sandiego.edu to get started.

III. Author Rights

By default, authors retain the copyright to their works deposited in the repository. Authors who deposit, or authorize the library to deposit, agree to assign to USD a non-exclusive, perpetual license to distribute the material from the repository and to make it available to the public in any format in perpetuity in the repository. Authors also agree that USD may keep more than one copy of their work(s) for backup and preservation. Authors who deposit, or authorize the library to deposit, their work(s) affirm that they either hold the copyright or have been granted permission by the copyright holder(s) in order to make these agreements.

Authors are encouraged to apply a [Creative Commons \(CC\) license](#) to their work in order to signal to end users how they may re-use the work. Because authors hold the copyright to their works deposited in the repository, permission requests should be directed to the author(s) if there is no CC license in place.

Requests received by the library for reuse, attribution, or questions regarding repository content may be forwarded to the original author(s) in question.

IV. Accessibility

The repository endeavors to make repository content accessible to individuals with diverse needs. Content creators and collection administrators are responsible for ensuring their content meets current accessibility standards. Because of the repository's nature as a digital archive and the breadth of file types available within, there may be materials that are not compliant with current accessibility standards. As time and staffing allow, users may request accessibility remediation via this [form](#).

To improve discoverability and accessibility of repository content, the following file formats are recommended for the most common document types:

- Text content (including slides/PowerPoints): PDF
- Image content: TIFF, PNG, SVG, JPEG
- Audio content: WAVE, AIFF

- Video content: MOV, MP4
- Closed captioning: SRT, VTT
- Data: CSV, XML

Materials not in the above formats may be subject to conversion into a preferred format. Word and RTF files are automatically converted to PDF when they are imported into Digital USD.

V. Withdrawal and Removal

Digital USD has been established as a permanent archive for the University of San Diego. While the university discourages the removal of content, it recognizes circumstances when withdrawal may be necessary, including copyright violation, academic misconduct, de-duplication, or privacy concerns. Requests for withdrawal should be submitted to Digital USD at digital@sandiego.edu and include the item's title, URL, and reason(s) for the request.

Certain collections may be subject to separate revision and withdrawal policies and will be directed to appropriate campus stakeholders and collection administrators as needed.

VI. Preservation

The University Libraries is committed to providing access to and preserving the contents of the repository. Content in Digital USD is retained for perpetual access and is maintained through regular backups.

The commitment to provide persistent access to content in Digital USD applies only to material housed on servers maintained directly or under contract by the university. Links and access to content of any format referenced outside Digital USD cannot be guaranteed.

Attribution

The following policies were used in the creation of this document:

[Digital Commons @ East Tennessee State University Collection Development Policy](#)

[Digital Commons @ Michigan Tech Policies for Data](#)

[University of Montana: ScholarWorks Policies and Author Information](#)

[Submission Policies and Guidelines for Chapman University Digital Commons](#)

Disclaimer: This document provides guidelines and should not be relied upon for legal advice.