

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

Institutional Repository Acting Policies

Number 3.0

Division Library

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Purpose This page provides policies that guide the Library Of Unique Institutional Scholarship (“LOUIS”), the institutional repository of the library of the University of Alabama in Huntsville (“the Library”).

Policy LOUIS collects, manages, and provides access to scholarship, research, and other materials that represent the intellectual and creative output of the University of Alabama in Huntsville, its affiliates, and collaborators. This Institutional Repository Policy provides guidelines for content selection, submission, stewardship, and access for digital assets residing in the LOUIS collections.

- A. **Related Policy Framework.** The Institutional Repository Policy is one component of the Library’s policy framework, and should be considered in the context of other existing Library policies, including the Library’s Collection Management Policy and Collection Development Procedures.
- B. **Scope of Contributors.** Potential contributors to the Repository may include:
 - a. UAH faculty, postdoctoral researchers, and staff with academic appointments
 - b. UAH graduate students
 - c. UAH undergraduate students depositing:
 - i. Work that has been accepted elsewhere through a peer review process (such as a conference poster or paper)
 - ii. Theses
 - iii. Research or creative projects guided by a UAH faculty member
 - d. Alumni submitting scholarly work completed at UAH
- C. **Scope of Deposited Content.**
 - a. Deposited content can be scholarly, creative, or research-related work, or teaching resources.

- b. Acceptance and access is contingent upon appropriate formatting, metadata, and clearance of copyright, licensing, and intellectual property issues.
- c. Deposited content should be in a completed state, rather than in-progress or in need of regular updates.
- d. Contributors must be willing and able to grant the University the non-exclusive rights to both preserve and make their work available through LOUIS.
- e. Content in digital formats is preferred. Materials in analog format will be considered on a case-by-case basis.
- f. If the deposited content is part of a series, other works in that series should also be deposited when possible so that we can offer a full and complete collection.
- g. Research data and any other materials that reflect the University's intellectual output, or that of its official collaborators, will also be considered for inclusion.
- h. Limitations may include:
 - i. Materials for which no creator/author has any affiliation or official collaborative status with the University.
 - ii. Materials provided in a format which cannot be deposited for technical reasons.
 - iii. Materials that violate copyright, intellectual property rights, or right of privacy.
 - iv. Materials that are classified, restricted, or otherwise confidential.
 - v. Materials better suited to inclusion in the Archives & Special Collections, such as historical photographs or manuscript collections.

D. **Supported Content Types.** The following content types are among those that will be accepted:

- a. publications (including previously published articles/chapters, pre-prints and post-prints)
- b. dissertations
- c. masters and undergraduate theses
- d. working papers, technical reports, and white papers
- e. datasets
- f. conference presentations, papers, and posters
- g. campus-based publications
- h. audio and video recordings (including podcasts)
- i. This is a non-exhaustive list. Contributors are welcome to deposit content that can be characterized as "scholarly, creative, research-related, or

teaching resources" and to contact louis@uah.edu with any questions about materials.

- E. **Submission Guidelines.** If you are interested in working with the UAH Library to gauge whether your materials are a good fit for LOUIS, please contact louis@uah.edu.
- F. **Access & Withdrawal.** All deposited content will be made available to the public, except when forbidden by contracts, rights, or when embargoed for a limited time. By accessing LOUIS, users agree to respect intellectual property by appropriately citing any content used. While content deposited is intended to be permanently available, there may be cases in which certain file formats or content types cease to be supported due to technology obsolescence or other factors beyond the control of LOUIS. In certain exceptional circumstances, LOUIS may consider removing publicly accessible content upon request. These cases include potential privacy or rights violations. Contributors may also request that content be replaced with an updated or revised version. All requests for removal, update, or revision must be submitted in writing to louis@uah.edu. The ultimate authority for inclusion or removal of public access lies with the Library Director.
- G. **Copyright & Intellectual Property.** The contributor must either hold the copyright, or the right to deposit, for all contributed content. If the deposited content is unpublished, the Library recommends using a Creative Commons license. By depositing their work, the contributor agrees to give the University only the non-exclusive right to disseminate and preserve the content. Preservation may require reproducing the content in different formats to ensure future accessibility. These decisions will be made in accordance with UAH's Copyright Policy (07.03.02).
- H. **Privacy.** The Repository will be administered in accordance with the [UAH Online Privacy Statement](#). Visitor information is only used internally for technical troubleshooting, to monitor compliance with the UAH Online Privacy Statement, to improve the usability of our website, and to record aggregate statistics.

University of Alabama in Huntsville Repository Deposit Agreement

By depositing in LOUIS, you (the author(s) or copyright owner(s)) grant to the University of Alabama in Huntsville, the non-exclusive right to retain, reproduce and distribute the deposited work (the Work) in whole or in part, in and from its electronic format, and to authorize third parties to do so on its behalf. This agreement does not represent a transfer of copyright to the University of Alabama in Huntsville.

You also agree that University of Alabama in Huntsville may keep more than one copy of this submission for purposes of security, backup, preservation, and access, and may migrate the Work to any medium or format for the purpose of preservation and access in the future. The University of Alabama in Huntsville will not make any alteration, other than as allowed by this agreement, to the Work.

You represent that the submission is your original work, and/or that you have the right to grant the rights contained in this license. You also represent that your submission does not, to the best of your knowledge, infringe or violate any rights of others, contain any libelous matter, nor invade the privacy of any person or third party.

If the submission contains material for which you do not hold copyright, you represent that you have obtained the unrestricted permission of the copyright owner to grant University of Alabama in Huntsville 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.

You understand that once the Work is deposited, a full bibliographic citation to the Work will remain visible in perpetuity, even if the work is updated or removed.

By granting this license, you acknowledge that you have read and agreed to the terms of this agreement and all related University of Alabama in Huntsville policies.

If you have questions regarding this license please contact louis@uah.edu.