

Guidelines for FPU ScholarWorks

Overview

The purpose of FPU ScholarWorks is to identify, acquire, promote, provide access to, and preserve the intellectual work of Fresno Pacific University faculty, emeriti, staff, administrators, departments, centers, and students in a centralized, stable online environment.

FPU ScholarWorks is administered by Hiebert Library on behalf of the campus community, and it is responsible for the management, preservation, cataloging, and distribution of the digital content within FPU ScholarWorks.

FPU ScholarWorks is an open access repository, meaning that anyone can search, view, and download most content. Users will be subject to the Terms of Use stated on FPU ScholarWorks site. Only non-commercial educational uses are permitted.

Governance

FPU ScholarWorks is coordinated by an advisory committee comprised of:

- Hiebert Library Director
- FPU Archivist
- 1 representative from each of the 5 schools

The purpose of the Advisory Committee is to make decisions regarding inclusion of content in FPU ScholarWorks and to promote it throughout the university.

What participants can expect from FPU ScholarWorks

- Digital distribution of previously-published works.
- Google optimization for enhanced discoverability/increased readership.
- Author retention of copyright.
- Clear institutional affiliation with Fresno Pacific University.
- Digital preservation/curation services.

General criteria for inclusion in FPU ScholarWorks

The primary criterion for inclusion in FPU ScholarWorks is original work created by a current member of the Fresno Pacific community (including emeriti members). The Digital Repository Advisory Committee will address any questions about appropriateness of content for the institutional repository in keeping with University policies.

The work should be

- In digital format (preferably text-readable PDF).
- Educational or research focused.

- A complete version, ready for distribution.
- Licensable in perpetuity – the author must be able and willing to grant the Hiebert Library the right to preserve and distribute the work via FPUScholarWorks.

FPUScholarWorks is intended primarily as a repository for previously-published work, and not as an independent publishing platform for new works or previously self-published works.

Examples of contributions welcomed in FPUScholarWorks

- Research articles (including preprints, postprints, or published versions).
- Technical reports.
- Monographs or other books.
- Conference presentations.
- Datasets, models, simulations.
- Music scores or compositions.
- Official university publications, reports, or postings.
- University publications.

Examples of contributions generally not accepted in FPUScholarWorks

- Works not previously published or presented in a recognized context.
- Previously self-published works.

During its initial pilot phase, FPUScholarWorks will not accept audio or video content, due to limited storage space. This limitation may be revisited at a later date.

Submission process

All contributors to FPUScholarWorks will be required to complete a [submission form](#) along with a digital copy of the work being submitted. The author will provide a set of metadata information describing the work, confirm that copyright clearance has been obtained, and sign a license agreement granting Hiebert Library the right to use the work as defined in the agreement. Submissions will be sent by email to fpuscholarworks@fresno.edu.

Metadata requirements

The following information must be supplied by the contributor so that Hiebert Library may create the necessary metadata to support indexing and accessibility on the Internet:

- Name of author/creator.
- title of work.
- Name of publication in which work originally appeared or conference/event at which it originally was presented.
- publication or presentation date.

- A brief abstract describing the content of the work.

Considerations when submitting work to FPUScholarWorks

Submitters of work to FPUScholarWorks grant Hiebert Library the right to:

- Reproduce or distribute submissions (including the metadata and abstract) worldwide, in any format or medium for non-commercial, academic purposes only. Submitters may choose to limit worldwide access for a set period of time using an embargo.
- Authorize users of FPUScholarWorks anywhere in the world to reproduce or distribute submissions in any format or medium for non-commercial academic purposes only.
- Migrate submissions, without changing the content, to any medium or format, and keep more than one copy for purposes of security, backup, and preservation.

Copyright

FPUScholarWorks respects the author's/creator's copyright for deposited contents and adheres to copyright law. By contributing work to FPUScholarWorks, authors grant Hiebert Library a non-exclusive right to publish that work via FPUScholarWorks in perpetuity.

When the author/creator holds the copyright

If the creator of the work holds the copyright, s/he retains copyright of materials deposited in FPUScholarWorks. FPUScholarWorks simply requires that the copyright holder allows the non-exclusive distribution and preservation of the work when depositing content in FPUScholarWorks.

For special circumstances, arrangements can be made to place a temporary embargo on distribution or to restrict access within the Fresno Pacific community.

For as yet unpublished works, the author/creator usually can negotiate institutional repository permissions with the publisher prior to publication.

FPUScholarWorks will use the Creative Commons Licensing Model as a way of defining appropriate use of works contained in it. This model is an alternative to conventional copyright in that it allows the creator to define the spectrum of possibilities between full copyright with all rights reserved and public domain where no rights are reserved. Unless instructed otherwise, works in FPUScholarWorks will be assigned a license of **Creative Commons Attribution Non-Commercial 4.0 (CC BY-NC 4.0)**. Under the terms of this license, users may copy and redistribute the material in any medium or format, and may remix, transform, and build upon the material. They must give appropriate credit, provide a link to the license, and indicate if changes were made. They may not use the material for commercial purposes.

Authors may choose a less restrictive or more restrictive Creative Commons license if they wish to do so. Full descriptions of the licensing options are available at <http://creativecommons.org/about/licenses/>.

When the author/creator does not hold the copyright

If the author/creator has signed over copyright to a third party, it may still be possible to include the work in FPUScholarWorks. Many publishers now allow the deposit of a preprint or a post-print in an institutional repository. This permission is often included in their copyright agreement with authors.

For journal articles, the RoMEO (Rights METadata for Open archiving) Project (www.sherpa.ac.uk/romeo.php), provides a convenient summary of permissions that are normally given as part of each journal publisher's copyright transfer agreement.

For further information

Contact Hiebert Library Director Kevin Enns-Rempel at 559-453-2225 or kevin.enns-rempe@fresno.edu for more information about FPUScholarWorks.

February 16, 2017