1. **About JEWLScholar**

   JEWLScholar is the institutional repository of Middle Tennessee State University (MTSU), providing open access to scholarly research conducted at MTSU. Faculty, Students and Staff of MTSU may contribute materials (both born-digital and digitized materials) to JEWLScholar which creates a cohesive and useful way for scholars to access and connect to MTSU produced research. This service is provided by James E. Walker Library, and is guided by the values of excellence, collaboration, service, and responsibility.

2. **SCOPE**

   As the intellectual center of the university, the library shares the university's commitment to education and research and JEWLScholar is just one service the library offers the MTSU community. It is a vital partner in the academic mission of the university by serving as a place for gathering, preserving and exchanging knowledge in an environment of open communication and intellectual freedom.

   a. The institutional repository has been created for MTSU affiliated research conducted by faculty, staff and students of MTSU. Materials from MTSU departments, research centers, colleges, or individuals can be deposited into the repository. Groups or individuals that do not fall into one of these categories and wish to deposit their material, may be considered on a case-by-case basis.
   b. Deposited materials range from traditional scholarly publications to event documentation. Examples of the type of digital materials housed in JEWLScholar include:
      a) Peer-Reviewed Scholarly Articles
      b) Annual Reports
      c) Conference Papers
      d) Theses & Dissertations
      e) Open Educational Resources
      f) Newsletters
      g) Pre-Prints & Post-Prints
      h) Research Reports
      i) Technical Reports
      j) Working Papers

3. **REGISTRATION**

   Users can search, browse and access items in JEWLScholar without logging in. However, to submit items to the repository in a coordinator capacity, users must register. A link is provided under the My Account section on repository's homepage http://jewlscholar.mtsu.edu. Click on "Register" to enter your email and complete the profile process if you are going to coordinator submissions for a department. If you are going to submit items for yourself only, you are not required to register although it is encouraged.

4. **PROCEDURES**

   Before an author submits an item, it is necessary to confirm copyright status of the work. If the author is unaware of the copyright status, confirm with the original publisher or check the copyright status in the RoMEO Database. More copyright details are described in section 10 below.

When an individual user is ready to submit an item to the repository, the user can select the "Submit" button on the repository's homepage. Alternatively, the user can contact the Systems Librarian or Digital Scholarship Librarian to have a link emailed to the user. Either method requires the user to login using the Pipeline ID and password in order to access the author submission form.

If a specific community (department, college, or center) at MTSU collectively deposits large amounts or routine items, it is possible to have a submission coordinator designated for that department or center to help facilitate a smooth uploading process. This process requires training from the library and once completed, allows the submission coordinator to easily submit materials on their own in the future. If this is of interest to your department or center, please contact the Digital Scholarship Librarian and see the Registration procedures in section 3 above.

Access Policy

The items deposited into JEWLScholar are open and accessible to the public. In addition to being indexed in JEWLScholar, items deposited are also indexed in Google Scholar and OAIster. To learn more about OAIster and its searching capabilities, visit www.oclc.org/oaister.

Withdrawal Policy

Materials deposited into JEWLScholar are considered permanent additions. However, certain items that raise legal, confidentiality or plagiarism issues may be considered for removal from public view. To avoid loss of the historical record, any withdrawal transaction will be traced in the form of a metadata note in the [Description.provenance] field of the record. The content of such a note is typically one of the following:

- "removed from view at request of the author"
- "removed from view by legal order"
- "removed from view at the discretion of MTSU"
- "removed from view at the discretion of MTSU Libraries"

Preservation Policy

JEWLScholar is an open access repository built on a DSpace platform and hosted at the MTSU Library. The library is committed to using best practices of the profession involving digital preservation. Currently the digital preservation strategy includes a local copy on the library server and an additional copy in cloud storage through DuraCloud. Other preservation strategies are under consideration. Although Walker Library secures the preservation storage of submitted items in the cloud, it is recommended that the author keep a copy as well.

The mission and collecting policy will be reviewed and revised based upon the experience gained after implementation of the policy. Subsequently, a review and assessment of the policy, in addition to these guidelines, will be conducted by the library, project team and others invited to participate in the review on an as-needed-basis.

5. **CONTENT GUIDELINES**

   a. The content must be produced and sponsored by MTSU faculty, staff or students.
   b. The content must be education or research oriented.
   c. The content must be in digital form.
   d. The content should be complete and ready for general distribution.
   e. The author/owner must grant the MTSU Library the right to preserve and distribute the work.
   f. If part of a series, there should be a commitment that other works in that series are also submitted.

g. JEWLScholar primarily houses works produced at MTSU, however, for special case considerations, please contact the Digital Scholarship Librarian.

6. LIBRARY RESPONSIBILITIES AND RIGHTS

JEWLScholar agrees to the following responsibilities:
- Retain and maintain content submitted to JEWLScholar.
- Distribute content as discussed with a community in accordance with the Access Policy.
- Preserve content using accepted preservation techniques.
- Provide access to JEWLScholar research.
- Notify communities of significant changes to content, e.g. format migration.
- If MTSU libraries cease to support JEWLScholar, collections will be returned to existing communities or original author and transferred to MTSU Archives for communities that have ceased to exist.

JEWLScholar retains the right to:
- Redistribute or amend metadata for items in JEWLScholar.
- Refuse, remove, or de-accession items from view or collections under certain circumstances, see withdrawal policy.
- Re-negotiate terms of the original agreement with communities, if necessary.
- Perform appraisal for long-term archiving when communities cease to exist.
- Movie collections to reflect current understanding between JEWLScholar and Communities.
- Migrate items if format is in danger of obsolescence.

7. AUTHOR RESPONSIBILITIES AND RIGHTS:

INDIVDUAL AUTHOR

An individual author who submits items to the repository agrees to:
- Confirm and/or obtain copyright permission for works before items are submitted.
- Submit completed works in digital form.
- Accept the Non-Exclusive Deposit License described below in section 8.

An individual author, retains the right to:
- Request the removal of items deposited under certain circumstances (see the procedures for "Withdrawal Policy" outlined above in section 4).

SUBMISSION COORDINATOR FOR DEPARTMENT OR CENTER

A designated submission coordinator of a community on campus (see third paragraph under Procedures in section 4 above) agrees to:
- Arrange for selection, submission, and description of content.
- Make decisions about community and collection definitions.
- Notify JEWLScholar of organizational changes affecting submissions.
- Reply to periodic reconfirmation of author or community information.
- Understand and observe university policies relevant to JEWLScholar, and educate community submitting authors regarding such policies.
- Confirm and/or obtain copyright permission for items submitted.
- Decide upon a submission workflow for each collection.
- Submit completed works in digital form.
- Accept the Non-Exclusive Deposit License described below in section 8.

A designated submission coordinator of a community, retains the right to:
- Request the removal of items deposited under certain circumstances (see the procedures for "Withdrawal Policy" outlined above in section 4).

8.   **NON-EXCLUSIVE DEPOSIT LICENSE AGREEMENT**

Individual authors and submission coordinators will be required to accept a Non-Exclusive Deposit License before submitting content to JEWLScholar. In order for JEWLScholar to reproduce, translate and distribute submissions worldwide, agreement to the following terms is necessary. The following is the text of the license submitters will encounter:

By signing and submitting this license, you (the author(s) or copyright owner) grants to Middle Tennessee State University (MTSU) the non-exclusive, world-wide, perpetual (unless otherwise withdrawn by you), royalty free, right to reproduce, make derivative works including the making of translations (as defined below), and/or distribute your submission (including the abstract) worldwide in print and electronic format and in any medium, including but not limited to, audio or video.

You agree that MTSU may, without changing the content, translate the submission to any medium or format for the purpose of preservation.

You also agree that MTSU may keep more than one copy of this submission for purposes of security, back-up and preservation.

You represent that the submission is your original work, and 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 upon anyone's copyright.

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 MTSU 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 agree to hold MTSU harmless for any damage which are the result of copyright infringement or similar claims being brought against MTSU by third parties

IF THE SUBMISSION IS BASED UPON WORK THAT HAS BEEN SPONSORED OR SUPPORTED BY AN AGENCY OR ORGANIZATION OTHER THAN MTSU, YOU REPRESENT THAT YOU HAVE FULFILLED ANY RIGHT OF REVIEW OR OTHER OBLIGATIONS REQUIRED BY SUCH CONTRACT OR AGREEMENT.

MTSU will clearly identify your name(s) as the author(s) or owner(s) of the submission, and will not make any alteration, other than as allowed by this license, to your submission.

If you have questions regarding this license please contact the system administrators.

Distribution license:

☐   I Grant the License

MTSU will not make any alteration, other than as allowed by this license, to your submission.

9. **COPYRIGHT**

If you retain copyright to your own work you can deposit it in JEWLScholar. By depositing your work in JEWLScholar, you will significantly increase its access while ensuring its preservation. If you own the copyright and deposit the work into JEWLScholar, you retain that copyright. JEWLScholar only requires that you agree to the Deposit License (described in the Non-Exclusive Deposit License policy above).

IF YOUR SUBMISSION HAS BEEN, OR WILL BE PUBLISHED BY AN ACADEMIC JOURNAL YOU MUST CONTACT THE PUBLISHER TO ASCERTAIN WHETHER YOU HAVE THE RIGHTS TO UPLOAD YOUR PUBLISHED ARTICLE TO AN OPEN ARCHIVE SUCH AS JEWLSCHOLAR, AND IF YOU HAVE SUCH A RIGHT WHAT, IF ANY, FURTHER LIMITATIONS ARE PLACED ON YOUR RIGHT TO MAKE THIS SUBMISSION TO JEWLSCHOLAR.

Copy Right Resources

- SPARC Addendum: Retain copyright to your research by using the SPARC (Scholarly Publishing & Academic Resources Coalition) Author Addendum to standard publishing agreements.

- Self-Archiving: If you do not retain copyright or are unsure if copyright has, over time, reverted back to you, please contact the publisher. Many publishers post policies online concerning what is allowed to be published in digital repositories. This can be referred to as "self-archiving" policies. SHERPA is a useful resource to check publisher policies and includes databases of publisher copyright and archiving policies (RoMEO) and research funders archiving mandates and guidelines (JULIET).

If you would like to publish in JEWLScholar and need help determining copyright status, please contact a librarian for assistance via email: digitalscholar@mtsu.edu.

10. **File Formats Supported**

Below is a list of the formats that the library can migrate and provide access to through JEWLScholar:

Adobe PDF	application/pdf
XML	text/xml
Text	text/plain
HTML	text/html
CSS	text/css
Microsoft Word	application/msword
Microsoft Word XML	application/vnd.openxmlformats-officedocument.wordprocessingml.document
Microsoft Powerpoint	application/vnd.ms-powerpoint

Microsoft Powerpoint XML	application/vnd.openxmlformats-officedocument.presentationml.presentation
Microsoft Excel	application/vnd.ms-excel
Microsoft Excel XML	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet
MARC	application/marc
JPEG	image/jpeg
GIF	image/gif
image/png	image/png
TIFF	image/tiff
AIFF	audio/x-aiff
audio/basic	audio/basic
WAV	audio/x-wav
MPEG	video/mpeg
RTF	text/richtext
Microsoft Visio	application/vnd.visio
FMP3	application/x-filemaker
BMP	image/x-ms-bmp
Photoshop	application/x-photoshop
Postscript	application/postscript
Video Quicktime	video/quicktime
MPEG Audio	audio/x-mpeg
Microsoft Project	application/vnd.ms-project
Mathematica	application/mathematica
LateX	application/x-latex

TeX	application/x-tex
TeX dvi	application/x-dvi
SGML	application/sgml
WordPerfect	application/wordperfect5.1
RealAudio	audio/x-pn-realaudio
Photo CD	image/x-photo-cd
OpenDocument Text	application/vnd.oasis.opendocument.text
OpenDocument Text Template	application/vnd.oasis.opendocument.text-template
OpenDocument HTML Template	application/vnd.oasis.opendocument.text-web
OpenDocument Master Document	application/vnd.oasis.opendocument.text-master
OpenDocument Drawing	application/vnd.oasis.opendocument.graphics
OpenDocument Drawing Template	application/vnd.oasis.opendocument.graphics-template
OpenDocument Presentation	application/vnd.oasis.opendocument.presentation
OpenDocument Presentation Template	application/vnd.oasis.opendocument.presentation-template
OpenDocument Spreadsheet	application/vnd.oasis.opendocument.spreadsheet
OpenDocument Spreadsheet Template	application/vnd.oasis.opendocument.spreadsheet-template
OpenDocument Chart	application/vnd.oasis.opendocument.chart
OpenDocument Formula	application/vnd.oasis.opendocument.formula
OpenDocument Database	application/vnd.oasis.opendocument.database

OpenDocument Image	application/vnd.oasis.opendocument.image
OpenOffice.org extension	application/vnd.openofficeorg.extension
Writer 6.0 documents	application/vnd.sun.xml.writer
Writer 6.0 templates	application/vnd.sun.xml.writer.template
Calc 6.0 spreadsheets	application/vnd.sun.xml.calc
Calc 6.0 templates	application/vnd.sun.xml.calc.template
Draw 6.0 documents	application/vnd.sun.xml.draw
Draw 6.0 templates	application/vnd.sun.xml.draw.template
Impress 6.0 presentations	application/vnd.sun.xml.impress
Impress 6.0 templates	application/vnd.sun.xml.impress.template
Writer 6.0 global documents	application/vnd.sun.xml.writer.global
Math 6.0 documents	application/vnd.sun.xml.math
StarWriter 5.x documents	application/vnd.stardivision.writer
StarWriter 5.x global documents	application/vnd.stardivision.writer-global
StarCalc 5.x spreadsheets	application/vnd.stardivision.calc
StarDraw 5.x documents	application/vnd.stardivision.draw
StarImpress 5.x presentations	application/vnd.stardivision.impress
StarImpress Packed 5.x files	application/vnd.stardivision.impress-packed
StarMath 5.x documents	application/vnd.stardivision.math
StarChart 5.x documents	application/vnd.stardivision.chart
StarMail 5.x mail files	application/vnd.stardivision.mail
RDF XML	application/rdf+xml; charset=utf-8

11. BENEFITS

JEWLScholar is a service of the James E. Walker Library to provide MTSU faculty, staff and students a stable, long-term storage for their digital research and to maximize exposure of their content to a worldwide audience. With over 4,000 items since its launch in June 2014, JEWLScholar will quickly add to the visibility of MTSU produced research.

JEWLScholar maintains and preserves an author's work so the author can:

- Avoid broken links in citing your research with persistent URLs.
- Secure you data.
- Get top search results in Google.
- Enjoy worldwide visibility.
- Quickly distribute your research.

Other benefits for campus communities (labs, centers, departments) include:
- Open Access to department or center's research.
- See your research cited more frequently.
- No maintenance or hosting costs.
- Export data and links to share research.

12. REFERENCES

These above mentioned guidelines were produced in consultation with MTSU Libraries staff and upon review of the guidelines established at other university libraries including those at Ohio State University, Massachusetts Institute of Technology, Vanderbilt University, Georgia Institute of Technology, and other institutions that share their materials freely under Creative Commons.

More resources and information on JEWLScholar, Open Access, OER, Copyright, Author Rights, and Journal Hosting are available at https://library.mtsu.edu/jewlscholar/IRinfo

JEWLScholar contact: digitalscholar@mtsu.edu