

Beadle Scholar Policy for Submission, Withdrawal, or Updating of content:

Introduction

This document outlines the policies established for the current and future collections residing in Beadle Scholar.

Submission Policy / Adding Content

Beadle Scholar is a dynamic institutional repository system, based on the principle of Open Access, that enables us to collect, distribute to the broader community, and preserve the intellectual output of the faculty, students, staff, and their collaborators at Dakota State University. Members of the DSU community interested in submitting materials should consult with the Institutional Repository Coordinator. Appropriate content may be added in accordance with the guidelines below:

- The work must be original, produced and submitted (or sponsored by) a faculty, staff, student, organization, or department of Dakota State University during the time of their affiliation with the university.
- The work must be creative, scholarly in nature, research-oriented, or of institutional significance.
- The author must own the copyright to all components and content within the work, or have received and be able to show permission to have the material available in Beadle Scholar. The Institutional Repository Coordinator will not make a fair use determination of submitted work; such a determination is the responsibility of the creators.
- The author or representative of the organization or department must sign a permission form prior to material being uploaded to the repository, granting the university the right to distribute and preserve the material via Beadle Scholar.
- Contributors may include non-affiliated scholars if they are co-authoring with DSU authors or if they are affiliated closely with the university (e.g., if they are faculty emeriti or hold honorary appointments). DSU authors should notify all co-authors of intent to deposit work in Beadle Scholar.
- There is no formal limit to size of material.
- Various file formats are accepted. Primary documents are converted automatically to the pdf format. Supplementary files can be uploaded in their native format.

Withdrawal of content

Beadle Scholar has been established as a permanent repository. Once deposited, an item will not be withdrawn, although under some circumstances, it will be removed from view.

- Authors or affected parties may request that works be removed from Beadle Scholar for reasons of factual inaccuracy, plagiarism, or potential copyright infringement.

- Any requests for withdrawal must be sent to the Institutional Repository Coordinator. Requests must state the reason for the withdrawal request and, in the case of potential copyright infringement, must include the following:
 - A physical or electronic signature of the owner, or authorized agent of the owner, of an exclusive right that has allegedly been infringed;
 - Clear identification of the copyrighted work(s) claimed to have been infringed;
 - Clear identification of the material in Beadle Scholar that is claimed to be infringing, including the URL(s);
 - Reasonably sufficient contact information to allow the Karl E. Mundt Library to contact the complaining party (a mailing address, telephone number, and, if available, an active email address);
 - A statement that the complaining party has a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law;
 - A statement that the information in the notification is accurate, and if applicable, that the complaining party is authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.
- No materials will be removed without an attempt to reach the author of the Beadle Scholar submission.
- The Karl E. Mundt Library & Archives will respond to all questions or requests for withdrawal within a reasonable amount of time. If the Library is not able to determine if the use of the work in question is lawful, access to the work through Beadle Scholar will be removed.
- If authors who have submitted work to Beadle Scholar leave the university, their work will be retained in the archive. If the authors would like to have new contact information added to their material in Beadle Scholar, the Institutional Repository Coordinator will assist them in having such information added.
- If a work is withdrawn, a citation including original metadata will always remain, but the work is noted as withdrawn.

Updating a work

Beadle Scholar is intended to be a permanent scholarly record. Authors may post updated documents. Posting updated versions along with the original material is the preferred way to show the progress of research.