

## Carolyn Wilson Digital Collections Content Policy

### Purpose

The Carolyn Wilson Digital Collections (the “Collections”) at Lipscomb University’s Beaman Library (the “Library”) is an institutional repository designed to provide long-term access to and preservation of certain creative and scholarly works and materials of the Lipscomb community, including works and materials that are academic, pedagogical, research-oriented, administrative, or archival/historical. The Collections are dedicated to open access and making as much content as possible freely available online.

Works submitted to the Collections for inclusion must adhere to any and all applicable policies and procedures of Lipscomb University (“Lipscomb”) as well as all applicable laws, regulations, rules and orders.

Works and materials that may be submitted to and included in the Collections include, without limitation:

- Published research (as copyright permits);
- Book chapters;
- Dissertations and theses;
- Working papers;
- Open access journals;
- Undergraduate and graduate work (see section on student work below);
- White papers;
- Research data/datasets;
- Posters;
- Presentations;
- Conference proceedings/papers;
- Audio-visual materials;
- Images;
- Artwork;
- Administrative and departmental publications;
- Animation/visualization;
- Musical scores;
- Educational resources;
- Podcasts;
- Lectures and seminars; and
- Archival/historical materials.

Persons who desire to submit a work or material not listed above may contact the Library at [librarydigitalcollections@lipscomb.edu](mailto:librarydigitalcollections@lipscomb.edu) to determine if a specific work or material can be submitted to the Collections.

For information about the file format for and preservation of works and materials in the Collections, please refer to the Carolyn Wilson Digital Collections Preservation Policy.

Individuals who may submit works and materials to the Collections include faculty, staff, students, and other members of the Lipscomb community. Student scholarship that is submitted for inclusion in the Collections must be approved in writing in advance by either a faculty sponsor or academic department. Works or materials with student and faculty co-authors may be submitted by the faculty member. Works or materials not created by members

of the Lipscomb community may be included in the Collections if the creator or submitter is affiliated with Lipscomb and controls the copyright to the work or material.

The Library will review all works and materials submitted for inclusion in the Collections to determine if the work or material is meaningful or otherwise beneficial with respect to the history of Lipscomb. The Library will not include any works or materials in the Collections unless Lipscomb is granted an appropriate license in such material. For information, please refer to the Carolyn Wilson Digital Collections Copyright Policy. Lipscomb cannot guarantee that any works or materials submitted for inclusion in the Collections will be accepted or included, and reserves the right, in its sole discretion, to reject any works or materials that are submitted for inclusion.

All individuals who desire to submit a work or material for inclusion in the Collections must sign a Submission Agreement. The individual submitting the work or material will be responsible for determining whether or not he or she controls the copyright in some or all of the work or material. If a work(s) has already been published, submitters will need to check if the publisher owns the copyright.

In some cases, a person submitting a work or material may wish to restrict access to the work for a period of time. While such restrictions are generally discouraged and rejected, a person submitting a work who desires to restrict access to the work must first contact the Library at [librarydigitalcollections@lipscomb.edu](mailto:librarydigitalcollections@lipscomb.edu). Any such requests will be considered on a case-by-case basis by Lipscomb, in its sole discretion. If Lipscomb refuses to honor any requested restrictions, the person submitting the work may either rescind the submission or allow the material to be included in the Collections without any restrictions.