

Carolyn Wilson Digital Collections Removal Policy

Removal

The Carolyn Wilson Digital Collections (the “Collections”) at Lipscomb University’s Beaman Library is meant to be a lasting record of works produced by the Lipscomb University (“Lipscomb”) community. In some cases, however, works may need to be removed from the Collections. Some of these reasons may include, without limitation:

- Violation of copyright or other intellectual property rights;
- Plagiarism;
- Falsification of data or research;
- Libelous or defamatory works;
- Academic works that could give an unfair academic advantage, such as tests that are still being used;
- The submitter or creator has failed to comply with the policies or procedures of the Collections or Lipscomb; or
- Removed at the request of the author or creator.

In general, Lipscomb will not remove any work from the Collections without notifying the individual(s) who submitted the work. Nonetheless, Lipscomb reserves the right to remove any materials or works included in the Collections at any time and for any reason, in its sole discretion.

Lipscomb will review and consider any request to remove a work or material from the Collections on a case-by-case basis. An individual can request that a work in the Collections be removed by contacting librarydigitalcollections@lipscomb.edu, and specifying the reason(s) for removal of the work. In some cases, Lipscomb may store a copy of a work removed from the Collections in an inaccessible archive and/or may make certain metadata related to the work available for viewing along with a statement indicating why the work is no longer available in the Collections.

Updates, Revisions, and Corrections

Works or materials in the Collections with multiple versions (such as drafts and published versions) can be updated or revised by additional works. In this case, the newest or final version will be included in the Collections and all earlier drafts or versions will be removed. Simple corrections like errata and corrigenda can be added as a statement to a work in the Collections.

If an individual who has submitted a work or material in the Collections becomes unaffiliated with Lipscomb, his or her work will still be retained by the Collections. In general, at the individual’s request, Lipscomb may include new contact information with the work in the Collections, and may provide a copy of a work in the Collections to the creator.