



## California Health Sciences University Institutional Repository Policy

### **I. Policy Statement:**

#### **Scope:**

This policy applies to all California Health Sciences University (CHSU) students, faculty, staff, clinical preceptors, resident physicians, and alumni.

#### **Overview:**

The CHSU Institutional Repository is an online repository showcasing and preserving the research and scholarship of CHSU. To encourage the sharing of information and dissemination of scholarship created by the CHSU community, the CHSU Health Sciences Library (HSL) in collaboration with the Office of Sponsored Research (OSR), maintains an online open repository in which to collect, provide access to, and preserve CHSU research and scholarship. In so doing, the Institutional Repository (IR) enhances the services and outreach efforts of the HSL and OSR and provides an open portal through which the history of the institution and the research of the CHSU community are freely accessible. This policy provides guidelines for the submission of documents and other scholarly works to the repository, review of documents contained in the repository, and maintenance of the repository.

### **II. Definitions**

**Collection Development:** Outlines the types of material the repository accepts as well as the affiliations of contributors allowed to submit content.

**Contributor:** A person or entity with content maintained in the IR.

**Depositor:** A person or entity that has submitted content for review in the CHSU IR.

**Grievant:** Individual who brings a grievance or complaint about matters pertaining to the IR

**Institutional Repository (IR):** Information gathered and deposited in the form of online documents and other scholarly works specifically organized and held by a person, department, or organization in a manner where someone can access the materials on the internet or a storage device.

### **III. Procedures**

#### **Criteria:**

The CHSU IR contains content contributed by CHSU students, faculty, staff, clinical preceptors, resident physicians, alumni, and community members participating in CHSU scholarly events, such as the CHSU Research Day.

Any ownership rights of work prepared or produced by CHSU employees will be governed by the CHSU Intellectual Property (IP) Policy. Contributors to the CHSU IR must meet one of the following conditions:



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(1) The contributor must have both the right and ability to distribute the content in the CHSU IR.

Contributors agree to give CHSU the non-exclusive right to preserve and post their work to the IR. This includes the right to reproduce works in various formats in compliance with Federal law.

Any submission to the IR that involves research on human subjects will require completion of the Institutional Review Board (IRB) approval process prior to submission of the research to the IR. As such, the IRB approval letter must be submitted by the depositor or contributor. If a project involving human subjects is not considered research, according to the Revised CommonRule 2018, the "Quality Improvement (QI) Self-Certification" Form will be submitted by the depositor or contributor.

Submissions may be denied or removed if they are not in compliance with the CHSU-IRB or criteria outlined in this policy.

### **Collection Development:**

Qualifying material may include (but are not limited to):

- Abstracts published in scholarly/academic journals
- Articles published in scholarly/academic/professional journals, pre and post print
- Audio/visual material (podcast recordings, videos, etc.)
- Data sets and other supplements for published materials
- Grey literature (conference abstracts, presentations)
- Poster presentations
- Published books, book chapters, or book reviews
- Student works submitted by department chairs

Materials with confidential information should not be submitted. Authors must have a legal right to the materials being submitted.

### **Submission Process:**

The IR Administrator, (title held by the electronic and technical services librarian), will invite potential contributors, based upon the eligibility of the contributor and their content. Content may also be submitted by depositors to the IR Administrator if the depositor and their content falls under one of the conditions outlined above under the *Criteria* subsection of *Procedures*, and all the proper documentation is made available.

### **Copyright:**

The authors of content submitted to the CHSU IR must sign the following document \*insert link to



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document legal is preparing\* confirming they have ownership of the document and have permission to provide it to CHSU or have permission to post the content. Authors grant CHSU a non-exclusive, perpetual right to use the digital assets for non-commercial use.

Because authors retain the copyright for all content posted in the repository, they are free to reuse the content elsewhere.

### **Withdrawal of Content:**

The CHSU IR is meant to be a permanent scholarly record. If a grievance occurs in the inclusion or exclusion of content, the grievant may submit a claim or dispute to the IR Administrator. Requests by a contributor to remove content will be reviewed by the IR Administrator and the record will be removed.

### **Access:**

Beyond cases where repositories may be used for internal purposes, or where contracts or embargoes prohibit it, all content deposited in the IR will be available to the public as open access content. Content that is represented but not immediately accessible will have a link directing users to the entity responsible for distributing the content. Content found in the CHSU IR may be copyrighted and subject to copyright laws.

If content is not accessible for any reason, or other issues arise, please contact the IR Administrator.

The contact information is:

[library@chsu.edu](mailto:library@chsu.edu)

### **File Formats and Size:**

It is recommended that materials be deposited in open file formats such as TXT, RTF, PDF, HTML, JPEG, PNG, GIF, MPG, WMV, CSV, as this aids in user accessibility and promotes long-term preservation. While there is no formal size limit, files should be reasonably sized. Please contact the IR Administrator if you have concerns about file sizes and formats.



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## **Digital Preservation:**

Deposited materials are securely backed up offsite by the DR's hosting vendor.

## **Metadata:**

The CHSU IR will use a variant of the Dublin Core metadata standard. The information recorded will vary depending on the material being deposited. A basic example of information collected for an article would be author(s), abstract, subject keywords, citation information, open researcher, and contributor ID (ORCID), and digital object identifier (DOI). More detailed metadata may be entered during review and entry by the IR Administrator.

## **IV. Responsibility**

- Policy Owner: Provost
- Effective Date: 3/4/2022
- Revised Date:
- Approval by Provost Date: 7/15/2022
- Approval by President Date: 7/15/2022