Individual Depositor Policy

IDEALS Individual Depositor Policy last revised December 2014

The following policy statement outlines the roles, rights and responsibilities of an individual depositor to IDEALS.

- What is an individual depositor?
- What responsibilities does an individual depositor take on?
- What responsibilities does IDEALS take on for an individual depositor?
- What rights does an individual depositor retain?
- What rights does IDEALS retain regarding individual depositors?

What is an individual depositor?

An individual depositor is any person who submits an item to IDEALS.

What responsibilities does an individual depositor take on?

An individual depositor agrees to:

- Ensure the items submitted meet all the criteria laid out within the IDEALS Collection Policy;
- Ensure that he/she either:
  - (a) holds the copyright for items submitted or
  - (b) has obtained appropriate copyright permission for items submitted when he/she is not the copyright holder;
- Understand and observe all IDEALS policies.

See Depositing into IDEALS for more information on depositing your research into IDEALS.

See Copyright and Intellectual Property Policy for general policies and guidelines about copyright and intellectual property in relationship to IDEALS.

What responsibilities does IDEALS take on for an individual depositor?

IDEALS agrees to:

- Ensure items submitted by the depositor are preserved according to the IDEALS Digital Preservation Policy;
- Provide permanent and reliable access to items;
- Distribute content according to IDEALS policies;
- Provide support and guidance to the individual depositor for any questions pertaining to IDEALS or IDEALS policies and guidelines;
- As necessary, work with the individual to deposit large numbers of items at once; and
- Publicly post notifications of significant changes to content management, software, or policies and procedures.

What rights does an individual depositor retain?

An individual depositor retains the right to:

- Copyright for any work he/she has submitted. Contributors retain all copyright permissions for any works submitted into the IDEALS repository;
- Limit access to content at an item level for any item he/she has submitted;
- Request a submitted item be withdrawn; and
- Receive a copy of his/her submitted items upon request.

What rights does IDEALS retain regarding individual depositors?

IDEALS retains the right to:

- Review, amend, and redistribute metadata for any item in IDEALS;
- Refuse or withdraw any item that does not comply with the IDEALS Collection Policy;
- Perform any necessary format changes to items to ensure the preservation of content, based on the IDEALS Digital Preservation Policy;
- Charge a fee for activities requiring extensive centralized support by the IDEALS staff (decided on a case-by-case basis); and
- Renegotiate terms of the original agreement with individual depositors.