

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- Request a submitted item be withdrawn; and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.