

IDEALS Access and Use Policy

(November 2009)

This document outlines the access and use policies of the Illinois Digital Environment for Access to Learning and Scholarship (IDEALS), the institutional repository of the University of Illinois.

IDEALS contains research and scholarship produced by faculty, researchers, graduate students, and, in selected cases, undergraduates at the University of Illinois, as well as material that reflects the intellectual environment of the campus. It also accepts scholarly publications produced on campus (such as the Graduate School of Library and Information Science's Library Trends). Only University of Illinois faculty, staff, graduate students, and affiliates have access to deposit material into IDEALS. The IDEALS Collection Policy (<http://hdl.handle.net/2142/7>) contains more information.

The IDEALS Service Level Definition contains more information about when the service is available for use and what hours are reserved for maintenance.

Dissemination of Content

A primary mission of IDEALS is to provide access to the research and scholarship produced at the University of Illinois in order to give it the widest possible recognition. In order to meet this mission, IDEALS disseminates its contents through as many means possible including:

- Facilitating the indexing of both metadata and items by search engines;
- Maintaining a data provider in compliance with the Open Archives Initiative Protocol for Metadata Harvesting (<http://www.ideals.illinois.edu/dspace-oai/request>);
- Providing RSS feeds for new items added to the collections;
- Providing persistent URLs or handles for reliable citing and discovery of the content.

IDEALS is committed to investigation and implementation of new methods for further dissemination of its contents.

Access to Content

By default, all items deposited in IDEALS are available openly to anyone with access to the World Wide Web. It is possible for depositors to place access restrictions on items (see the Access Restriction Policy at <http://hdl.handle.net/2142/3743>), but depositors are encouraged to put as few access restrictions as possible on items.

Items are provided via the World Wide Web in at least the original format deposited. When possible and easily automated, items in proprietary formats (such as Microsoft Word) will be converted to formats that can be opened and read using freely available software. A list of the items currently being

converted is available on the File Format Recommendations documentation and FAQ. IDEALS staff are not currently reviewing automatic conversions for errors or corruptions.

Some items may also be converted to more preservable formats or may be only available in the original format deposited. See the IDEALS Digital Preservation Support Policy for more specific information about preservation support for items deposited into IDEALS.

If a user encounters a problem with a file, s/he should notify IDEALS staff at ideals-gen@illinois.edu. IDEALS staff will try to resolve the problem, but may not be able to if a file falls into Category 2 or 3 of the Preservation Support Policy.

There may be specific cases when an IDEALS Community (a group responsible for a set of collections in IDEALS) needs more specialized actions taken to ensure the accessibility and reuse potential for deposited items, such as items that represent official records like dissertations and theses. These cases will be determined and documented on a case by case basis.

Where possible, IDEALS strives to provide a web environment that meets the Web Content Accessibility Guidelines (<http://www.w3.org/WAI/intro/wcag.php>) established by the World Wide Web Consortium (W3C). However, because items are deposited by users, IDEALS is not able to control whether all deposited items are in formats that conform to these guidelines.

Copyright

All items deposited in IDEALS are under copyright unless otherwise stated. In most cases, the copyright owner is noted in the full metadata for the item. If the copyright owner is not stated and if the item is not in the public domain, it should be assumed that the item is under copyright, and that the author(s) or publisher is likely to be the copyright owner. If an item is under copyright, a user can use the item under normal fair use doctrine.

Some items in IDEALS may be in the public domain or under a Creative Commons license that explicitly allows specific uses of the content. This information should be in the full metadata for the item and/or stated on the item itself.

Tracking Use of Content

While IDEALS does track the number of times an item in IDEALS is downloaded as well as search queries (from both search engines as well as those entered into IDEALS itself), we do this in the aggregate and do not release the individual IP address of the machines that visit IDEALS as specified in the Privacy Policy of the University of Illinois (see http://www.vpaa.uillinois.edu/policies/web_privacy.cfm). Any IP addresses collected are purged after three months.