

## Illinois Digital Environment for Access to Learning and Scholarship (IDEALS) Access Restriction Policy

University of Illinois at Urbana – Champaign

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By default, items in IDEALS have no access restrictions, that is, they are openly and freely available via the World Wide Web. Open access to deposited items encourages a primary mission of IDEALS: the distribution, dissemination, promotion, and use of research and scholarship produced at UIUC. The University Library and the Office of the CIO strongly encourage depositors not to place access restrictions on deposited items.

However, there may be some situations when depositors need to restrict access to items in IDEALS. For example, a publisher may allow deposit of published articles into an institutional repository (such as IDEALS), but require an embargo of six months before the article may be made publicly accessible. Such a postprint might be deposited into IDEALS, but no access would be allowed for a period of six months.

Access restrictions for dissertations and theses deposited after 2010 are covered under a different policy. See policies governing dissertations and theses.

IDEALS allows depositors to impose access restrictions at the item or file level. The individual depositor or the IDEALS community or collection administrator is responsible for the decision to impose access restrictions.

Access restrictions on an item or file may be set to one of the following levels:

-  Level 1: Restricted to University of Illinois community members with a NetID and password only. Theses and dissertations deposited since 2010 with this restriction may be requested by outside users via interlibrary loan; this is not true for other material restricted to the University of Illinois. This restriction may last indefinitely or may be for a limited amount of time.
-  Level 2: Restricted to a specific group defined and maintained within IDEALS. This restriction may last indefinitely or may be for a limited amount of time.

An entire item (but not individual files) can also be completely embargoed:

- Level 3: Completely embargoed, i.e. closed access (i.e. accessible to no one via the web) for a specific period of time. These are not visible except to an IDEALS administrator or a community or collection administrator.

If an individual depositor or IDEALS Community decides to limit access to items or files to a specific group (Level 2), the individual depositor or the IDEALS Community must take responsibility for the continued maintenance of this access restriction level - particularly the group membership - for the items or files. IDEALS staff takes responsibility for the continued maintenance of Level 1 and Level 3 access restrictions.

Access restrictions may be set to never expire or may be set to expire after a specified period of time. If access restrictions are necessary, we urge depositors to only put in place the minimum level of restriction necessary.

If a depositor wishes to set access restrictions on an item, they may do so during the deposit process. If a depositor wishes to restrict access to a specific group (Level 2), the IDEALS staff will be notified upon deposit of the item and will work with the depositor on the initial set-up of that group. Restricting access to the University of Illinois community (Level 1) or establishing an embargo period (Level 3) will require no further action on the part of the depositor.

An IDEALS Community who wishes to restrict access to all material in a specific collection must contact IDEALS staff who will assist them in establishing these restrictions.

If a depositor wishes to restrict access, change the level or time period of restrictions, or lift restrictions to an item after it has been deposited, they must contact the IDEALS staff in order to make these changes. IDEALS Community and Collection administrators may also change the level or time period of a restriction.

If an item has access restrictions this will be indicated to users of IDEALS in the metadata as well as by a lock icon next to the download link. A  indicates a Level 2 restriction. A  indicates a Level 1 restriction. If an item is embargoed (Level 3), no information will be available to users of IDEALS.