

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

University of Illinois at Urbana – Champaign

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The Illinois Digital Environment for Access to Learning and Scholarship (IDEALS) is the institutional repository at the University of Illinois at Urbana – Champaign. IDEALS is a set of collections and related services that centralizes, preserves and provides persistent and reliable access to the research output of academic staff and students at the UIUC campus and is a joint initiative of the University Library and CITES. In common with all institutional repositories, it holds accessible digital content, is community-driven and focused, is supported by the institution, and is both durable and permanent. IDEALS serves to complement traditional publishing outlets such as refereed articles and conference papers, as well as provide the opportunity to capture emerging research and the intellectual environment of the campus.

This collection policy document provides a general framework against which current and future collection decisions can be made. It is intended to be a dynamic and flexible document, responsive to changes in the academic environment and attentive to the work of other campus units and programs such as the University Archives and Compass. The Library and CITES expect to stage the growth of the collections in IDEALS in a scalable manner, but remain open to opportunities to add content as they present themselves.

Content

The collection will focus on deposits of electronic research and scholarship, as well as materials that primarily reflect the intellectual environment of the campus, by academic staff, students and (where appropriate) general staff of the University of Illinois at Urbana-Champaign. Contributors may include non-affiliated scholars if they are co-authoring with UIUC authors or are affiliated closely with the University, e.g., are emeritus professors, Survey personnel, or hold honorary appointments.

Examples of possible content to be deposited are:

- Working papers and technical reports
- Published articles where copyright allows
- Master's theses
- Dissertations
- Best paper awards from students
- Conference papers
- Journals published on the UIUC campus
- Faculty course-related output primarily of scholarly interest
- Learning objects that represent substantive scholarly work
- Organizational annual reports and newsletters that represent the intellectual work happening within a unit
- Data sets
- Audio and visual materials
- Any other form of research output that can be technically loaded to the repository.

Some items may not currently be accepted for deposit into IDEALS. Reasons for not accepting include:

- The item does not match the general parameters of research and scholarship produced at the UIUC campus or does not reflect the intellectual environment of campus.
- The item is in a file format that cannot be deposited for technical reasons.
- The item (or set of items) is of a prohibitive size (as in terabytes). For example, some sets of research data may not be accepted because of their size.
- The item is not able to be deposited because of copyright issues. For example, it may violate a publisher's copyright agreement with an author to deposit a journal article as published (i.e. as a pdf from the publisher's site).

Quality Control

In most cases quality control will be handled at the community or collection level. In most cases, a community will be administered by an organizational unit that can determine its own workflows and collection policies so long as they fit within the general collection policy of IDEALS. In the case where a community/collection is not administered by a specific organizational unit, a small group of staff within the University Library will take responsibility for vetting the submissions. This is currently the case for the UIUC Research and Scholarship community (<http://www.ideals.uiuc.edu/handle/2142/8>).

Formats

IDEALS provides ongoing support for as many file formats as possible with the institutional resources that are available. Works deposited in the institutional repository will be preserved using best practices for data management and digital preservation. The proprietary or executable nature of some file formats, however, may make it impossible to guarantee persistent access to all deposited works as digital technologies evolve. See the IDEALS Preservation Policy for more specific information on preservation policies and categories of support for file formats.

Managing and Accessing Objects in the Archive (Required Metadata)

A baseline set of metadata is defined for each type of work to be deposited in IDEALS. Use of the required metadata elements will facilitate user access to archived works and provide the information needed to support ongoing access rights management and preservation activities. See the IDEALS Metadata Policy for requirements and recommendations for metadata.

Copyright, Intellectual Property and Digital Rights Issues

The institutional repository relies on the directives regarding copyright found in Section 19 of the *General Rules Concerning University Organization and Procedures, Campus administrative Manual*. The management of digital rights associated with the repository will develop in tandem with University policy and legal requirements. See the IDEALS Copyright and Intellectual Property Policies for current guidelines: <http://hdl.handle.net/2142/235>.