Illinois Digital Environment for Access to Learning and Scholarship (IDEALS)
Collection Policy
University of Illinois at Urbana – Champaign
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The institutional repository at the University of Illinois at Urbana –
Champaign is the campus digital collection that centralizes, preserves and
provides persistent and reliable access to the research output of academic staff
and students at the UIUC campus. 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.
The UIUC repository serves to complement traditional publishing outlets such
as refereed articles and conference papers, as well as provide the opportunity
to capture emerging research.

This collection policy document defines and describes the purpose and content of
the institutional repository collections and 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. As such, the policy approaches the
development of the IR collection in phases [see Appendix 1], expecting to stage
the growth of collection in a scalable manner, but remaining open to
opportunities to add content as they present themselves.

Content

The collection will focus on deposits of electronic research output 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.

Formats

The institutional repository provides ongoing support for as many file formats as
possible with the institutional resources that are available. Over time, works
deposited in the institutional repository will be preserved using best practices for
data management and digital preservation. The proprietary nature of some file
formats, however, may make it impossible to guarantee persistent access to all
deposited works as digital technologies evolve.

The institutional repository accepts all sustainable digital formats and strives to preserve access to the content. Acknowledging the difficulty in addressing operating system and software upgrades, the repository relies on the need for continuing institutional resources in addressing the evolutionary nature of digital formats

Managing and Accessing Objects in the Archive (Required Metadata)

A baseline set of metadata will be defined for each type of work to be deposited in the institutional repository. 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.

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.

Quality Control

Working paper series that will form a substantial component of the repository content are sponsored by academic faculties/departments of the University. Membership in academic departments is well defined and selective, based on education, experience and other qualifications.   This restricted membership helps assure quality.   The reputation of a department is a likely indicator of the quality of the research manuscripts it publishes.

Appendix I. Proposed Phases for Adding Items to the Repository

The institutional repository is prepared to be flexible in accepting a variety of items into the collection. Nevertheless, it is useful to consider the following phases of growth in the early stages of the project:

Phase 1 may typically include the following:

- Pre-prints
- Working papers
- Published articles (post-prints)
- Master's theses
- Dissertations
- Best paper awards from students
- Inaugural lectures

Phase 2 may typically include adding the following to the repository:

- Faculty course-related output and objects primarily of scholarly interest
- Learning objects that represent substantive scholarly work
- Data sets
- Audio and visual materials
- Any other form of research output that can be technically loaded to the repository. This would exclude software programs, for example.

As Illinois Compass and Departmental Web servers used for instruction have their own approach to backup and archiving class Web sites for the instructor's convenience, course materials contributed to the IR should normally satisfy at least one of the following criteria:

(a) A testament of an (at the time of contribution) novel pedagogic approach;
(b) Learning objects intended for sharing with other instructors;
(c) A part of a corpus of scholar's work, showing how the scholar's research manifest itself in teaching;
(d) A part of a cross curriculum or community based project that may include student works with their permission.