The following policy statement outlines the roles, rights and responsibilities of IDEALS Communities.

**What is an IDEALS Community?**

An IDEALS "Community" is a scholarly unit (e.g. a department, institute, or research center) at the University of Illinois at Urbana-Champaign that produces research and scholarly work (as defined in the IDEALS Collection Policy) and has made the commitment to meet all Community responsibilities documented below. Each Community must have at least one representative who can act as a liaison with the IDEALS staff at the University of Illinois Library. Communities that do not fall into this definition will be considered on a case-by-case basis. To request a Community be created, please contact IDEALS staff at ideals-gen@illinois.edu.

**What are the responsibilities of a Community?**

The IDEALS staff reserves the right to review Community decisions to ensure consistency with IDEALS policies and guidelines. A Community agrees to:

- Make decisions about their own Community, Sub-Community and Collection definitions, including:
  - Defining Community, Sub-Community and Collection names and descriptions;
  - Defining Community, Sub-Community and Collection access policies;
  - Defining who may submit content within the Community;
  - Categorizing items into Collections; and
  - Defining each Collection's item submission workflow.
- Maintain Community, Sub-Community and Collection decisions, as listed above
- Understand and observe all IDEALS policies;
- Educate Community submitters regarding IDEALS policies and Community policies and procedures; and
- Designate at least one Community representative who will act as a liaison with the IDEALS staff.

**What responsibilities does a Community Liaison take on?**

A Community Liaison agrees to:

- Act as the main contact for his/her Community with the IDEALS staff;
- Act as a liaison between Community members and the IDEALS staff;
- Join a low-volume " IDEALS-Announce" listserv which will allow the IDEALS Staff to notify him/her of upcoming changes to IDEALS;
- Reply to annual reconfirmation of Community information; and
- Understand and observe all IDEALS policies.

**What responsibilities does IDEALS take on for a Community?**

IDEALS agrees to:

- Ensure items in the Community are preserved according to the IDEALS Digital Preservation Policy;
Illinois Digital Environment for Access to Learning and Scholarship (IDEALS) Community Policy
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- Provide permanent and reliable access to Community items;
- Distribute content according to IDEALS and Community policies;
- Educate the Community on using IDEALS and IDEALS policies and guidelines;
- Provide support and guidance to the Community for any Community related questions;
- As necessary, work with a Community to deposit large numbers of items at once; and
- Notify the Community of significant changes to content management, software, and policies and procedures.

What rights does a Community retain?

A Community retains the right to:

- Withdraw items from their collections;
- Request that a Collection be deleted;
- Request items or Collections be shared with another Community (if the Collection or items cross Community "boundaries");
- Receive a copy of deposited items upon request;
- Customize Community and Collection interfaces, based on available IDEALS functionality;
- Define their own Collection policies within the IDEALS policies; and
- Define their own item submission workflow for each Collection.

What rights does IDEALS retain regarding Communities?

IDEALS retains the right to:

- Ensure any Community's organizational structure, Collection policies and workflows are consistent with IDEALS policies and guidelines;
- Review, amend, and redistribute metadata for any items in IDEALS;
- Refuse or withdraw any items that do not comply with the IDEALS Collection Policy;
- Reassign control of an Community which has been abandoned, in order to ensure continued access to its items;
- Perform any necessary format changes to items to ensure the preservation of content, based on the IDEALS 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 Communities