

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

University of Illinois at Urbana - Champaign

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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](#);

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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