

DRAFT 20080815

MOspace Collection Policy:

University of Missouri-Columbia

MOspace is the digital institutional repository of the University of Missouri System and is a joint initiative of the University libraries, the Library Systems Office, and the Division of Information Technology. MOspace was established to provide free and broad access to information, market the value of higher education, promote advancements in all disciplines, and ensure the survival of intellectual assets for future generations. In general, it is intended to contain the intellectual products, in digital form, of the University of Missouri manifest in the research, scholarship and creative activity of its faculty, staff, students, and other individuals or entities affiliated or associated with the University. It centralizes, preserves, and provides persistent and reliable access to these digital materials.

In common with all digital institutional repositories, MOspace is community driven and focused, is supported by the institution, and is both durable and permanent. MOspace 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 output of the campus.

This collection policy document provides a general framework against which current and future collection decisions can be made for MOspace at the University of Missouri-Columbia (MU). 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 Records Management. The MU Libraries expect to encourage growth of the collections in a scalable manner while remaining open to chances to add new types of content.

Content

MOspace is intended to contain a variety of content types, including, but not limited to the following:

[NB – It is preferable, whenever possible, to place final versions of documents into MOspace]

- Working papers and technical reports
- Published and unpublished papers, articles, chapters and books
- Manuscripts
- Pre-prints
- Creative works
- Data sets
- Conference papers, presentations and proceedings
- Digital art

- Theses and dissertations
- Committee and task force reports
- Undergraduate research papers
- Journals published on the campus
- Course materials and learning objects
- Organizational annual reports and newsletters
- Audio and visual materials

Priority in most instances will be given to material not already deposited in freely available public repositories

In certain circumstances items will not be added to MOspace. These circumstances include, but are not limited to, cases in which considerations of technology (e.g., storage size is prohibitive, file format is not supported), copyright, or University affiliation cause an item to fall outside of policy guidelines.

Once content has been deposited into the repository, it will not be removed except under extraordinary circumstances such as copyright violations.

Quality Control

In most cases quality control will be handled at the community or collection level.

Formats

Most electronic formats can be placed in MOspace. Preservation beyond simple bit-level integrity, however, will only be provided for certain standard formats as defined by the technical staff. 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 may make it impossible to guarantee persistent access to all deposited works as digital technologies evolve.

Metadata

A basic required set of metadata will be defined for each type of work to be deposited in MOspace. Use of the required metadata elements will facilitate user access to deposited works and provide the information needed to support ongoing access rights management and preservation activities.

Copyright, Intellectual Property and Digital Rights Issues

MOspace relies on the directives regarding copyright found in the *Collected Rules and Regulations of the University of Missouri*, Chapter 100, "Patent and Copyright Law."

Any changes in the management of digital rights associated with the repository will develop in tandem with University policy and legal requirements.

By default, all material in MOspace is accessible worldwide. However, material can be restricted if necessary. Authors may request departmental-, campus-, or university-level restriction of access. This request should be made at time of submission but level of access can be altered later at the request of the author.