

Libraries

Libraries Institutional Records

Furman University

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Furman University Scholar Exchange
(FUSE) Institutional Repository
Guidelines

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This paper is posted at Furman University Scholar Exchange.

<http://scholarexchange.furman.edu/lib-records/1>

Furman University Scholar Exchange (FUSE) Institutional Repository Guidelines

About FUSE

A) Introduction

The Furman University Scholar Exchange (FUSE) is an open access collection of scholarly, research, and creative works produced by faculty, students, staff, and other members of the Furman community. FUSE is administered by the Furman University Libraries in cooperation with individual departments and academic units of the University.

B) Mission

FUSE collects the varied and diverse scholarly and research output of Furman University in one digital space, enabling the University to effectively promote and exchange the ideas produced by Furman scholars.

This collection strives to remove barriers to information access by freely and openly disseminating scholarship produced by Furman University faculty, students, staff, academic/administrative units, and other members of the Furman community. FUSE supports open access (OA) which expands shared knowledge and accelerates multi-disciplinary breakthroughs in research. FUSE records are accessible to the public and fully searchable by online search engines such as Google Scholar. As such, priority is given to works where the full-text is deposited into FUSE for public sharing.

C) Administrative Responsibilities

Furman University Libraries is responsible for administering FUSE. This includes, but is not limited to: implementation, policies and guidelines, strategies, training, and ongoing assessment.

- **FUSE administrators** are responsible for: determining and maintaining the structure and organization of FUSE, establishing collection and use guidelines for FUSE, educating users about the requirements of copyright law, coordinating with Library liaisons on subject-specific projects, and approving/coordinating the creation of new projects especially those that will require additional staff time, storage space, emerging formats, or digitization.
- **Library faculty and staff** are responsible for communicating the purpose of FUSE to the Furman University community, recruiting materials for inclusion in FUSE, educating users in the basic use of the system, and referring projects to the FUSE administrators as required.

Current members of the Furman community may submit materials for inclusion in FUSE, and/or work with the FUSE administrators to coordinate the creation of new projects as required.

Department, Program, Institute, Event, or Journal representatives are responsible for ensuring that submissions meet the FUSE guidelines for inclusion, approving/coordinating content to their specific collections, and coordinating with FUSE administrators on the creation of new projects.

Scholars interested in contributing to FUSE may contact their Library liaison or the FUSE administrators at scholarexchange@furman.edu.

D) Content Organization

Content within FUSE is organized hierarchically into communities and sub-communities. The individual scholarly works themselves live in collection series, conferences, journals, and image galleries. Each community, sub-community, collection series, conference, journal, image gallery, and specific item has its own individual permanent URL to facilitate sharing and linking to these specific areas within FUSE.

See the table below for more specific information:

High Level Organization of FUSE		
Name	Description	Digital Commons Classification ¹
Departments, Centers, and Institutes	Contains one sub-community for each department, center, institute, and program on campus. Each of these sub-communities will also contain collection series broken down by type of scholarship. Commonly used collection series include “presentations”, “publications” and “theses and dissertations.”	Community
Academic Events	Contains all the “conferences” hosted in FUSE.	Community
Curriculum Materials	Contains all the “Curriculum Materials” hosted in FUSE.	Collection Series
Journals	Contains all the “journals” hosted in FUSE.	Community
University Records and Archives	Contains collection series for University records and Archives materials: such as “Annual Reports”, “Newsletters”, “Promotional Materials”, etc.	Community
Faculty Scholarship	Mirrors all content in the “Departments, Centers, and Institutes” community where the “Scholarship Type” of a specific item is defined as “Faculty Scholarship.”	Collection Series
Student Scholarship	Mirrors all content in the “Departments, Centers, and Institutes” community where the “Scholarship Type” of a specific item is defined as “Student Scholarship.”	Collection Series

FUSE Content Guidelines

Below you will find guidelines related to appropriate content for FUSE. FUSE Administrators reserve the right to accept or reject any content, in part or in whole, submitted to FUSE, and to remove any content found to be in violation of the Submission Agreement.

¹ This column lists the back-end hierarchy structure provided by the platform provider Digital Commons. It is listed here mainly as a reference for the FUSE administrators.

A) Who may submit content?

Content may be submitted to FUSE by:

- Current and retired faculty at Furman University
- Current students at Furman University
- Current staff at Furman University

B) What materials may be contributed?

FUSE administrators have established the following collection priorities. This list is not meant to be comprehensive. Other forms of scholarship will be considered for inclusion. Please contact FUSE administrators at scholarexchange@furman.edu if you have any questions or concerns.

- Published scholarship. Priority will be given to version of record, then post-print, and then pre-print
- Theses, dissertations, and senior projects/papers
- Academic presentations and posters
- Creative works and performances
- Academic events sponsored by the University, faculty, or staff. Possible examples may include:
 - Conferences
 - Lectures
 - Workshops and professional development
 - Proceedings
- Publications produced by Furman faculty, students, and staff. Possible examples may include:
 - Peer reviewed publications
 - Publications hosted online through FUSE
 - Back files of Furman-produced publications
- Curriculum materials as deemed appropriate by the FUSE administrators. Possible examples may include:
 - Labs
 - Syllabi
 - Lesson Plans
- Data sets
- University records as deemed appropriate by the FUSE administrators. Possible examples may include:
 - Departmental publications
 - Annual reports

- Committee/council meetings minutes
- Metadata records for research/scholarship that link to an openly accessible, full-text version hosted on another site.
- Metadata records for research/scholarship where the intention is to supply the full-text once the publishing embargo has been lifted.

C) What file formats are accepted?

FUSE will accept most common file formats. The Administrators retain the right to accept, reject, convert and optimize file format and size for download and distribution.

D) Who owns copyright of the deposited content?

Submission Agreement

Prior to submitting content to FUSE, a contributor will be required to accept a Submission Agreement. The Agreement states that the Contributor of the Work must either own the rights to the Work or must have written permission from the rights holder to submit it to FUSE.

If a Contributor accepts the Submission Agreement, they are granting FUSE, on behalf of Furman University, a non-exclusive, royalty-free License to distribute the Work. All other intellectual property rights remain unchanged. If a Contributor owns the rights to the Work, s/he will continue to maintain those rights and the responsibility for enforcing them. Contributors retain the right to revoke the non-exclusive license by contacting scholarexchange@furman.edu.

Co-Authors

If the Work was written by two or more authors, each joint author has the ability to grant a non-exclusive license (by accepting the Submission Agreement) without the permission of other joint author(s). The FUSE policy is as follows:

- Any co-author can give permission for deposit.
- Any co-author can object and request take-down, which will be honored.
- In cases of disagreement, the full-text will be suppressed will be removed until the co-authors can reach an agreement about its status.

To prevent potential disagreements between co-authors, it is recommended that you talk to your co-author(s) prior to submitting to FUSE.

Pre-publication and Publishing Embargoes

In some cases, a publisher or author may request an embargo on distributing a full work through FUSE. The author may submit a metadata record to FUSE that includes an expected date of FUSE publication in the Comments field and a link to the publisher version of the full work. Once the embargo period has passed, the author should submit the electronic version of the work along with any additional updates to the metadata record to the FUSE administrators at scholarexchange@furman.edu.

Creative Commons Licenses

A Contributor who is also the Rights Holder, may choose to make their Work available online under a Creative Commons License. During submission, contributors will have the option of selecting the Creative Commons license that they would like applied to that Work. Selecting a Creative Commons License is optional. Read more about Creative Commons here: <http://creativecommons.org/licenses/>

E) What are the guidelines for revising and removing content?

Revising Content

Authors may revise their submissions through their FUSE accounts prior to those submissions being posted online by administrators. Authors can request revisions to their content after the work has been posted to FUSE by contacting either the administrators of the collection(s) to which their work was submitted or by contacting the FUSE administrators at scholarexchange@furman.edu. Please include the reason for revision in this contact.

Removing Content

The full text of a Work may be removed from FUSE by sending a request to the FUSE administrators at scholarexchange@furman.edu. If the Work is removed, a record describing the original version of the paper will always remain on the site at the same URL.

F) What are the rights and terms of use for users of the IR?

- All users must respect the intellectual property rights of the copyright owner.
- For previously published works (journal articles, book chapters, etc.) for which the publisher retains copyright, permission has been granted (where necessary) to post this material in FUSE. For any use which exceeds personal use or fair use under U.S. copyright law, permission may be required by the copyright owner of the material.
- For previously unpublished scholarly or creative works, the right to download or print any portion of this material is granted by the copyright owner only for personal or educational use. The author/creator retains all proprietary rights, including copyright ownership. Any editing, other reproduction or other use of this material by any means requires the express written permission of the copyright owner.
- Material may not be copied, distributed, displayed, altered, or used for commercial purposes, unless specified by a Creative Commons License.
- Except as provided above, or for any other use that is allowed by fair use (Title 17, §107 U.S.C.), you may not reproduce, republish, post, transmit or distribute any material from this web site in any physical or digital form without the permission of the copyright owner (not necessarily the author) of the material.

FUSE Scholar Profile Content Guidelines

FUSE Scholar Profiles are created on the platform *SelectedWorks*. Scholars with existing profiles may affiliate their profile with Furman University which will apply Furman branding and colors. Scholars may also create new profiles and affiliate them with Furman. The scholar will retain their Scholar Profile, all the content in the profile, and the ability to continue to change and update their profile, even if the scholar is no longer affiliated with Furman University. When the scholar leaves the University, they should unaffiliate themselves with Furman. The FUSE Administrators reserve the right to unaffiliate scholars as needed.

A) Who may create a profile?

A Scholar Profile may be created by:

- Current and retired faculty at Furman University
- Current students at Furman University
- Current staff at Furman University

B) What materials may be contributed?

Content which has been submitted to FUSE or other instances of Digital Commons can be automatically imported into Scholar Profiles. By submitting the work to FUSE before adding to a Scholar Profile, readership statistics on the item will remain consolidated. For this reason, it is recommended that work which Furman scholars would like to make openly accessible be submitted first to FUSE and then imported into Scholar Profiles.

Scholars may also include items which are not appropriate for inclusion in FUSE in the Scholar Profile. This could include, but is not limited to: links to authored books on third-party websites, links to toll-access journal articles, personal writings, and blogs. Scholars are responsible for obtaining appropriate copyright permissions for any direct posting of work to their Scholar Profile.

Contact Information

Scholars interested in contributing to FUSE may contact their Library liaison or the FUSE administrators at scholarexchange@furman.edu.