

# USA Policies

The University of South Alabama Libraries have created the following procedural document and policy statement pertaining to various aspects of managing the *JagWorks@USA* Institutional Repository (IR). Please email [jagworks@southalabama.edu](mailto:jagworks@southalabama.edu) or fill out [our contact form](#) if you have questions about the repository or about these policies.

## WHO can join?

Any USA faculty, researcher, division, department, research unit, department, lab, center, or institute is eligible to join. Hereafter, these entities will be referred to as the "unit" in this document. Faculty and departments may submit student work such as capstone projects, posters, and the like, that showcase students' best efforts.

In order to manage submissions efficiently, without increasing the workload on the individual faculty member or researcher, we recommend that units appoint administrative contacts (e.g. department secretary, or permanent research assistant) who will collaborate with the Libraries in depositing the material.

## WHAT can be included?

The IR is intended primarily as a repository for previously-published work, and not as an independent publishing platform for new research articles. However, the IR does offer departments or units the ability to publish and disseminate their existing working paper series, journals, or theses not covered by the electronic Thesis/Dissertation (ETD) submission process. In some cases, USA Libraries staff may assist depositors with the design, layout, and formatting of content prior to publication in the repository. Please email us at [jagworks@southalabama.edu](mailto:jagworks@southalabama.edu) for more information about this service.

## Supported materials types

Authors / units may submit works for which they are the sole rights holders, or for which they have obtained permission to submit from all co-authors. The

repository accepts a wide range of digital materials, including text, images, video, and audio files. Possible kinds of content include, but are not limited to the following:

- Journal articles
- Working papers
- Conference papers and posters
- Theses and Dissertations
- Datasets
- Images
- Open educational resources
- Journals published at USA

## Supported Formats

JagWorks@USA supports various formats such as .pdf, .mp3, .mp4, .jpeg. We recommend that you submit your documents in one of the mentioned access-level-formats or contact [jagworks@southalabama.edu](mailto:jagworks@southalabama.edu) to convert from your current format to the access-level format. The University Libraries will work with the units on format conversion.

At this time there is no fee for this service.

## HOW can you participate?

Individuals:

Please use the online [submission form](#) to upload your files. During the submission process, you will be asked to review our license and indicate your consent to its terms.

Alternatively, you may send your files via email to [jagworks@southalabama.edu](mailto:jagworks@southalabama.edu). In this case, you must also complete a license form, and send it to [jagworks@southalabama.edu](mailto:jagworks@southalabama.edu).

In either case, the publisher policies for the submitted work will be reviewed by the libraries, and the work will be posted as soon as the review is complete,

provided that inclusion in the IR is permitted under the applicable publisher policy.

Departments, centers, units:

Units should contact [jagworks@southalabama.edu](mailto:jagworks@southalabama.edu) and identify an administrative contact, who will be authorized to manage submissions. Training for administrators will be provided by library staff and/or bepress.

For publications at the department/unit level — such as journals or working paper series — the unit is responsible for establishing editorial guidelines and for ensuring compliance with existing policies whether USA's or the publishers.

The administrative contact in each unit acts as a conduit for information and disseminates to the unit's authors all relevant documents or communications regarding the procedures and policies for the IR. This includes, but is not limited to, information on author copyright responsibilities.

## WHAT are the conditions for submission?

The conditions for submission to the IR are laid out in detail in the University of South Alabama License Agreement.

### General

Works published in the IR will be available for free to the general public via the internet. End users of *JagWorks@USA*, including the general public, will have the right to download and use the work for personal and non-commercial purposes.

Authors must grant a non-exclusive license to the University in order to publish their work in the IR. Because the license is non-exclusive, authors retain ownership of copyright in the work and may continue to use and license the work without further obligation to the University.

### Policies

As an organ of the University of South Alabama, JagWorks@USA and its IR comply with, and are subject to, the University's policies, including, but not limited to, the following:

- [Faculty Handbook](#)
- [Copyright Policy](#)
- [Computer Use Policy](#)

More information on copyright is available through the [USA Libraries website](#).

## Warranties

Units must ensure that the University's use of the work in the IR will not breach any other person's intellectual property, privacy, or other legal rights. Likewise, if creation of the work was sponsored or supported by a party other than the University (e.g., a government agency or corporate sponsor), or is based upon work that was so sponsored or supported, authors must have complied with any prior-review or other obligations or requirements imposed by the sponsor agreement. As part of the submission process, authors will warrant that, to the best of their knowledge, the work does not contain anything which is false, defamatory, unlawful, misleading or deceptive, or that otherwise violates any law.

## WHAT about the author's rights?

### No transfer of rights

The University does not seek to transfer rights from authors, nor does it intend to force a particular model of scholarly publication.

In submitting their work to *JagWorks@USA*, contributors will grant to the University, on an item-by-item basis, a non-exclusive, perpetual, worldwide license to distribute their materials freely. This license does not limit author rights in any way.

In order to submit works to *JagWorks@USA*, the author or creator must have the right to do so. The Libraries therefore strongly encourage researchers and

authors to retain their rights, to negotiate with publishers, and to avail themselves of common tools, such as the [Scholar's Copyright Addendum Engine](#), to negotiate more rights to their own research.

For more information, please refer to our page on Authors' Rights. The [University Libraries](#) will be happy to assist you with any questions that you may have.

## Copyright

As stated above, works submitted to the repository will comply with, and are subject to, the [University's policies](#). More information on copyright is available through the [Libraries copyright page](#).

When considering the copyright status of a work, there are two possible scenarios:

### **Author owns all rights**

If you retain full copyright to the work in question, you should be able to submit it to *JagWorks@USA*. Your work will receive increased visibility while raising the profile of the University of South Alabama. Please contact [jagworks@southalabama.edu](mailto:jagworks@southalabama.edu) to get help with submitting your work.

If you share the copyright with other authors, please check with them to make sure that they approve of the work being archived and made available through *JagWorks@USA*.

### **Publisher owns some or all rights**

This situation occurs when authors sign an agreement with a publisher. Typically, such agreements will transfer some or all rights to the publisher. Publisher copyright policies will need to be checked to determine if, and in what form, a work may be submitted to an institutional repository. We recommend using the SHERPA Romeo list. (<https://v2.sherpa.ac.uk/romeo/>)

While SHERPA's list of publishers is growing, it does not cover all publishers. For this reason, it may be necessary to research a specific publisher's policies. These are usually found on the publisher's website, but it may be necessary to

contact the publisher directly. A number of publishers allow the post-print (defined as the post-peer reviewed version of the article that is accepted by the publisher for final publication) to be submitted to an institutional repository, but not the publisher's PDF version.