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Collection Development Policy for Digital Commons: The Legal Scholarship Repository @ Golden Gate University School of Law

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Collection Development Policy for *Digital Commons:* *The Legal Scholarship Repository* @ *Golden Gate University School of Law*

Statement of purpose and audience

Digital Commons: The Legal Scholarship Repository @ Golden Gate University School of Law (DC@GGULaw) is created to preserve in digital format the intellectual work of the law school. It allows the law library to collect in one secure location our faculty's written works, products from the law school's symposia and conferences, issues of our law journals, our law school magazine and alumni journal, and any special collections. DC@GGULaw is open access and available to anyone with internet access.

Mission Statement

The mission of the *Digital Commons: The Legal Scholarship Repository @ Golden Gate University School of Law* is to preserve, archive, and make available the intellectual products of the Golden Gate University School of Law.

Funding & Administration

Digital Commons: The Legal Scholarship Repository @ Golden Gate University School of Law is funded and administered by the Golden Gate University School of Law Library.

Identification of Selectors/Administrators

The following person(s) have administrative authority to load and manage documents on DC@GGULaw:

- Janet Fischer, Collection Development Librarian, Administrator of the Digital Commons. Contact at either jfischer@ggu.edu or digitalcommons@ggu.edu.

Statement of priorities and limitations

Priorities include:

- Faculty publications
- Faculty-reviewed student papers and articles
- GGU law reviews and journals
- LLM and SJD theses
- Intellectual products of the GGU School of Law, especially those with research or historical value.
- Archiving state or federal government publications of interest to the research needs of GGU Law.

As a general rule, we will **not** digitize or archive:

- Ephemeral marketing materials and publications

Materials that may be contributed

DC@GGU Law accepts the following types of materials. This list is not meant to be comprehensive, however, and other forms of scholarship will be considered for inclusion. Please contact the Administrator if you have any questions or concerns.

- Published scholarship
- Theses, papers, projects and other forms of student research/scholarship
- Academic presentations and posters
- Creative works and performances
- Academic events sponsored by GGU Law faculty, or staff. Possible examples may include:
 - Conferences
 - Lectures
 - Workshops
 - Publications produced by GGU Law faculty, students, and staff
 - Peer reviewed publications
 - Conference proceedings
 - Technical reports
 - White papers
 - Back files of GGU Law-produced publications
 - Open Educational Resources produced by GGU Law faculty, students and staff and deemed appropriate
 - Historical records and photographs
 - 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.

Selection & posting of material

- Material is selected according to the criteria listed above.
- If material is not submitted to the law library in PDF format, it must be scanned and converted to PDF for loading to DC@GGULaw.
- Permission to post materials will be obtained from publishers prior to posting, and a record kept of all permissions or denials. If an author declares that they have retained the author's rights to publish in our DC@GGULaw we will keep a record of that declaration.
- Articles from our law reviews are posted as exact facsimiles of the printed edition. If the author wishes to submit an errata sheet, this will be noted in the Comments section of the cover page. We will not change the PDF of the printed version.

Who May Submit Content:

- Current and retired law faculty
- Current law staff

- Current law students

Who owns copyright of the deposited content?

Copyright remains with the copyright owner when work is deposited to DC@GGULaw. If a Contributor owns the rights to the Work, s/he will continue to maintain those rights and the responsibility for enforcing them

Guidelines for revising and removing content:

Revising Content Authors may revise their submissions by notifying the Administrator. Please include the reason for revision in this contact. If a work must be revised a note will be posted on the entry indicating that the posted work is a revision of an earlier post, or a revision of the printed article.

The full text of a Work will generally be removed from DC@GGULaw only for reasons such as unethical/ unsound science, plagiarism, copyright infringement, Institutional Review Board non-compliance and/or violation of the Licensing Agreement. Removal requests should be sent to the DC@GGULaw Administrator. Please include the reason for removal in this contact. If the Work is removed, a record describing the original version of the paper will always remain on the site at the same URL.

Appendix

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