

Cottey Digital Commons Submission Guidelines

Rev. July 2017

The Cottey Digital Commons, or CDC, exists as an open access repository to collect, house and provide access to the scholarly output of the Cottey College community.

Cottey Digital Commons is accessible through <http://library.cottey.edu>

Inclusion of the submissions in the CDC is ***strictly voluntary***, as per the author's written permission.

Capstone Projects or other degree related submissions, require the completion of the [Cottey Digital Commons Submission Approval Form](#).

Appropriate Submissions of Student Created Content:

- Each division will determine content appropriate for inclusion in the Cottey Digital Commons (for instance, capstone projects or fine arts performance projects).
- Cottey Digital Commons staff will not vet submissions or make judgements on the appropriateness of a submissions outside of determining that the submission form is completed by all required individuals involved in the approval process.
- The [Cottey Digital Commons Submission Approval Form](#) must be completed and included with the submission.

Supported Format Types

- Text based submissions are to be submitted in PDF format.
- For supplementary materials and non-paper collections, we recommend the following formats as most likely to be migratable:
 - **Images:** JPEG, PNG, GIF, TIFF
 - **Audio:** AIFF, MP3, "unprotected" (DRM-free) AAC
 - **Video:** MPEG
 - Streaming Video: Cottey Digital Commons (CDC) encourages archiving of video or other audio-visual materials which can be stored in the CDC and linked to other sources such as YouTube. Live streaming of video content from our servers is ***not available***.

Removing Content from Cottey Digital Commons

- Content can be removed from the CDC in these instances:
 - By author request
 - The content is subject to a copyright or plagiarism concern inquiry.

- Copyright and plagiarism challenges to CDC content should be brought to the attention of Cottey College Library Director.
 - Other factors (factual inaccuracy, institutional request)
- To request removal of content from Cottey Digital Commons submit the [Cottey Digital Commons - Request Content Removal Form](#) to the Cottey College Library Director.

Copyright Considerations

- Authors who deposit their material agree to the following:
 - I represent that my submission is my original work. Proper attribution has been given to all outside sources.
 - I understand that I am solely responsible for obtaining any needed copyright permissions. I have obtained and attached hereto needed written permission statements(s) from the owner(s) of each third-party copyrighted matter to be included in my work, allowing electronic distribution (if such use is not permitted by the fair use doctrine).
 - I hereby grant to Cottey College and its agents the non-exclusive license to archive and make accessible my work in whole or in part in all forms of media, now or hereafter known.
 - I agree that the submission mentioned above may be made available immediately for worldwide access unless a preapproved embargo applies.
 - I retain all other ownership rights to the copyright of my work. I also retain the right to use in future works (such as articles or books) all or part of my work.
 - I understand that I am free to register the copyright to my work.
- This above agreement is also included in the [Cottey Digital Commons Submission Approval Form](#)

Questions regarding the Cottey Digital Commons should be submitted to the Cottey College Library Director.