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Policies and Guidelines

Chicago-Kent College of Law

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Scholarly Commons @ Chicago-Kent College of Law

Policies and Guidelines

About Scholarly Commons @ Chicago-Kent:

Scholarly Commons @ Chicago-Kent College of Law is an institutional repository that showcases the array of materials produced by the Chicago-Kent College of Law community. Its purpose is to capture, organize, disseminate, preserve and promote the cultural and scholarly record of the community. Providing free and open access to the intellectual and creative output of Chicago-Kent supports IIT's core mission to foster an environment of knowledge creation and innovation.

Members of the Chicago-Kent academic community are invited to contribute their digital content for preservation and worldwide accessibility through Scholarly Commons @ Chicago-Kent College of Law. Should you have any questions, please contact the repository administrator at jwhipple@kentlaw.iit.edu.

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Collection Development Policy

Who can contribute materials to Scholarly Commons @ Chicago-Kent?

Scholarly Commons @ Chicago-Kent includes work created by individuals or groups affiliated with a Chicago-Kent department, program, group project, or conference, such as:

- Faculty, researchers, and staff
- Departments
- Institutes & centers
- Law students with faculty sponsors

Other Chicago-Kent affiliated entities will be considered on a case-by-case basis.

What kinds of materials can be contributed to Scholarly Commons @ Chicago-Kent?

Scholarly Commons preserves and makes available scholarly, professional, and cultural works created within the Chicago-Kent community. The work must be creative, scholarly in nature, research oriented, or of institutional significance. Current collection efforts will focus on building up several core content areas:

- Faculty scholarship (articles, presentations, multimedia)
- Documentation of Chicago-Kent hosted conferences and events (papers, presentations, programs, videos, proceedings, lectures)
- Digitized library collections
- Open access journals

Other types of materials are considered on a case-by-case basis, including:

- Books and book chapters
- Chicago-Kent archival records
- Course materials

Repository administration reserves the right to deny or remove materials not within the scope of the collection development policy.

Faculty scholarship is collected from years prior to the faculty member's time at Chicago-Kent if it does not appear in another institutional repository, however, the scholarship of departing faculty members is no longer collected.

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I warrant as follows:

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- that the Work has not been published elsewhere with the same content or in the same format; and
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- Provision of stable URLs
- Daily and weekly offsite backups
- Dedicated staff
- Scheduled maintenance
- Software testing and development
- File format migration and emulation
- OAIS and LOCKSS compliance

The repository administration will promote the use of standard and open content formats that meet the community-accepted digital preservation standards, are widely supported on a number of platforms, and that can be preserved and migrated forward to new preservation formats over time.

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