



## Introduction

[eScholarship@McGill](#) is a digital repository which collects, preserves, and showcases the publications, scholarly works, and theses of McGill University faculty and students. The repository exists in an online, open-access environment, making it easy for researchers all over the world to find and access the University's published research output.

All scholarly works authored by faculty and students can be deposited in the digital repository. eScholarship includes full text documents of research articles, electronic theses, working papers, conference papers, books, and research reports.

eScholarship is maintained by McGill Library, which deposits digital research in the repository and manages the archiving of content over time.

The Library is committed to maximizing the research impact of the McGill community and supporting the principles of the scholarly open-access movement.

## Vision statement

McGill University Library and Archives supports the principles of the scholarly open access movement and is committed to maximizing the research impact of the McGill community. We ensure that works deposited with eScholarship are openly accessible, easily discoverable, and are preserved for long-term access and use.

## Outline of service expectations

### Depositing

McGill Library will deposit any eligible materials into eScholarship on behalf of McGill faculty or students.

### Preservation

McGill Library will preserve any materials deposited into eScholarship in perpetuity. However all items deposited into eScholarship are subject to our removal policy. Reasons for removal may include, but are not limited to: copyright violation or plagiarism, legal requirements and violations, and falsified research. Additionally, McGill Library will not proactively adjust existing file type properties. Depositors are responsible for following preservation guidelines and best practices in the creation of their documents.



## Discoverability

McGill Library, to the best of its ability, will ensure items deposited in eScholarship are easily discoverable via search engines such as Google, and Google Scholar. McGill Library will following metadata standards in this regard but will not alter document properties in order to make them more discoverable.

## Statistics

McGill Library will provide download and usage statistics as possible via the eScholarship software.

## Metadata

For items deposited by McGill Library, the Library will ensure that the metadata is accurate and complete as per what is provided by the depositor. For items deposited via the GPSO, students are accountable for the metadata they provide.

## Change in Service

McGill Library retains the right to change its collection and deposit policy for the repository at any time. Items already deposited with eScholarship will be maintained however.

## Copyright

Depositors are responsible for ensuring is compliant with the Canadian Copyright Act and any appropriate copyright permissions have been obtained for any 3<sup>rd</sup> party material contained in their deposited work. McGill Library will provide consultative services to assist depositors if they have questions.

In cases of published research articles, McGill Library will confirm publisher policies on behalf of the depositor before uploading any items. This will include checking the self-archiving policy in the SHERPA/ROMEO database and on the publisher's website as needed. In cases where the publisher's policy is unclear or unknown, McGill Library will contact the publisher directly to confirm their self-archiving policies.

## Policy

### Who can request a deposit?

1. Any faculty, student, or staff member affiliated with McGill University may request deposit of materials. This include retired faculty members.



2. Materials created cooperatively with co-authors who are not affiliated with McGill University are also accepted as long as at least one of the authors is affiliated with McGill University.
3. Graduate students may request deposit of materials.
4. Theses submitted electronically to Graduate and Postdoctoral Studies will, with permission from the student, be available via *eScholarship@McGill* following approved release from Graduate and Postdoctoral Studies.
5. Undergraduate student scholarship must be sponsored by a faculty member or department.
6. While content need not be authored by McGill faculty, staff, or students for inclusion in the IR, its creation must have some McGill affiliation. Examples might be a paper from a conference organized by a participating McGill unit or member of the McGill academic staff which included both McGill-affiliated and other authors; or a report collaboratively produced by McGill-affiliated and other authors.
7. Eligible McGill authors wishing to deposit items produced while affiliated with another institution in a previous post may do so (with the exception of theses).

## Selection and retention

1. Every effort is made to retain items. Digital items will be accepted and retained in *eScholarship@McGill* unless:
  - 1.1. The item infringes copyright or other rights.
  - 1.2. The item is in a format which cannot be stored or displayed satisfactorily.
  - 1.3. The item has a virus or other technical problem.
2. *eScholarship@McGill* staff will endeavour to include eligible (i.e. those that meet the criteria of the content policy) items wherever possible. If a depositor leaves the employment of McGill University, their items will be retained in *eScholarship@McGill*.

## Submission

1. The Scholarly Communications Librarian assists in determining the eligibility of authors/depositors, relevance to the scope of the repository, and publisher permissions.
2. However, the validity and authenticity of the content of submissions is the responsibility of the depositor.
3. Items can be deposited at any time but will not be made publicly visible until any publishers' or funders' embargo period has expired.

## Content

1. Ensure when possible that the details of where the paper was published (e.g. journal name/issue or conference name/location) are included in the document.
2. The repository will accept:
  - 2.1. Published research papers (pre- and post-prints, published versions);
  - 2.2. Conference and workshop items (e.g. proceedings, papers, posters);
  - 2.3. Theses and dissertations;



- 2.4. Working papers;
- 2.5. Books;
- 2.6. Chapters and sections;
- 2.7. Department or research centre reports;
- 2.8. Technical reports.
3. The repository does not typically accept:
  - 3.1. Course materials (e.g. syllabi, slides, assignments, sample exams etc.)
4. Papers may include unpublished pre-prints (version before peer-review), final peer-reviewed drafts (post-prints), or published versions, in ascending order of preference.
  - 4.1. The version allowed for deposit will depend upon the publisher permissions as described in SHERPA RoMEO or through direct contact with the publisher.
5. It is recommended that authors include the peer-review and publication status of their submissions.
6. Formats accepted:
  - 6.1. Applications: MS Excel (xls), MS PowerPoint (ppt), MS Word (doc), PDF (pdf), Postscript (ps, eps);
  - 6.2. Text: HTML (html, htm), plain (txt), Rich Text Format (rtf);
  - 6.3. Images: jpeg (jpeg, jpg), tiff (tiff, tif);
  - 6.4. eTheses must be submitted in PDF/A (pdf) format;
  - 6.5. Other formats will be accepted on a case by case basis.

## Metadata

1. eScholarship@McGill metadata can be harvested by third parties for purposes related to the discovery of the archive's contents. However, harvesting the full text documents is not permitted except when explicitly granted by the: Graduate and Postdoctoral Studies (for dissertations and theses) and the Scholarly Communications Librarian (for all remaining content).

## Preservation

1. The Library will make every effort to migrate file formats when necessary.
2. The Library will make every effort to provide software emulations or other technologies to access un-migrated formats.
3. The repository regularly backs up its files according to current best practice.
4. Items may not normally be removed from the repository. Acceptable reasons for withdrawal include:
  - 4.1. Copyright violation or plagiarism;
  - 4.2. Legal requirements and violations;
  - 4.3. Falsified research.
  - 4.4. Requests for takedown of theses must be approved by the GPSO. An exception to this is any theses that were digitized via the Retro-Thesis project.



5. Typically withdrawn items are not deleted per se, but are removed from public view. This may vary by scenario.
6. Errata and corrigenda lists may be included with the original record if required.
7. In the event of the repository being closed down, the Library will make every effort to transfer the database to another appropriate archive.

## Copyright

1. You may only deposit items for which you hold the rights or where the rights holder has granted you the permission to deposit the items.
2. The author/copyright owner should be willing and able to grant McGill University the non-exclusive right to preserve and distribute the work via eScholarship@McGill, although the author/copyright owner retains copyright for all works submitted. It is recommended, although not required, that authors notify any co-authors of their intention to deposit.
3. The Library assists in determining the rights of authors to deposit works in eScholarship@McGill.
4. If the repository receives evidence of copyright violation, the relevant item will be removed immediately.

Approved by Dean's Cabinet, February 12, 2019