



SCHOLARLY REPOSITORY AND RESEARCH COLLECTION POLICY

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TABLE OF CONTENTS

- A. PURPOSE
- B. SCOPE
- C. DEFINITIONS
- D. POLICY STATEMENTS
- E. PROCEDURES
- F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES
- G. RELATED ACTS AND REGULATIONS
- H. RELATED COLLECTIVE AGREEMENTS

A. PURPOSE

The Canadian federal [Open Access Policy on Publications](#) requires that research funded by the Tri-Council agencies (CIHR, NSERC and SSHRC) be made freely available within twelve months (12) of publication. To aid researchers to comply with this requirement, Douglas College (the College) disseminates research and scholarly works generated by members of the College Community through a Scholarly Repository and Research Collection (a Repository). This policy outlines the scope and objectives of the College Repository; articulates the principles and criteria for determining inclusion of materials in the Repository; and addresses governance roles and responsibilities for overseeing the operation of the Repository, and for ensuring that materials are deposited there as required by federal policy.

B. SCOPE

This policy applies to all members of the College Community with respect to the deposit of the following types of digitized or Born-Digital Material:

1. College-funded conference presentations, project reports, other publications or born digital/online projects resulting from a successful Research and Creative Activity Travel Funds application (mandatory);
2. Externally funded research project manuscripts, including those supported by a Tri-Council Agency (mandatory within twelve (12) months, in accordance with Agency policies);
3. Journal articles (pre- and post-prints; voluntary);
4. Books, book chapters and book sections (voluntary);
5. Conference papers or presentations (funded externally in whole or in part);

6. Creative, performance-based and visual arts Outputs (voluntary);
7. Cohort research or study projects (voluntary);
8. Student thesis or capstone research projects or posters (with faculty and student approval; voluntary, mandatory if funded); and
9. Unpublished research reports and working papers (voluntary).

Limitation of Scope

The following types of material are NOT included in the Repository:

1. Course outlines, syllabi, curriculum, old exams, lectures, or learning objects;
2. Material that violates the [Freedom of Information and Protection of Privacy Act](#); or
3. Material that infringes upon a copyright obligation of Douglas College and/or the author(s) or creator(s), or upon the legal rights of a third party.

C. DEFINITIONS

Born-Digital Material: Items that originate in digital form, which may include but is not limited to open-source software, websites, online media or other digital applications.

College Community: All College employees, students and Board members, and any other person who is contractually obligated to comply with College policy; for the purpose of this policy, may include former employees and student alumni.

Open Access: Free and unrestricted online access to research Outputs.

Output(s): Scholarly or creative works that meet the Submission types outlined in this policy.

Preservation: Storing and protecting metadata records and digital objects for posterity.

Scholarly Repository and Research Collection (Repository): A central online publishing platform for Output(s), deposited by their authors/creators.

Submission: The process of forwarding research or creative Output via the Submission form to the Scholarly Communications Librarian for the purpose of ensuring the content can be deposited into the open repository. The submitter allows the material to be added to the Repository.

Submission Agreement: Signed document provided to a College Community member which allows the administrator to deposit their research into the Repository.

Withdrawal/Deselection: The act of removing an item and its metadata from public view due to a legal requirement or a request from an author.

D. POLICY STATEMENTS

1. Douglas College is committed to the creation and maintenance of an Open Access Repository, a secure and enduring online platform the primary aim of which is to increase the visibility, usage and impact of the research, scholarly and creative Outputs generated by members of the College Community. To this end, the College will support and fulfill the following objectives:
 - a. Collecting, preserving and openly disseminating digital content created by members of the College Community;
 - b. Assisting researchers to comply with access requirements for research funded by any Tri-Council agency (CIHR, NSERC, SSHRC);
 - c. Showcasing the scholarly and creative Outputs of members of the College Community;
 - d. Encouraging all College Community members to make their scholarly and creative work available in the Repository; and
 - e. Exposing scholarship to support external partnerships.
2. The College will manage the Repository in accordance with College policies, publisher policies, and Canadian Copyright legislation. Copyright owners retain the copyright for their material stored in the Repository.
3. Unless otherwise specified, digital material in the Repository is freely accessible via the College Repository website, the BC provincial network of institutional repositories, as well as most common search engines (e.g., Google Scholar).
4. The College retains the right to restrict some material to internal Douglas College access only.
5. All material in the Repository contains bibliographic details (metadata) such as author and title, and is made available for harvesting by most common search engines.
6. Wherever possible, the full text or visual creative Output of the material is made freely available, subject to copyright law and publisher agreements. In those cases where full text or creative Output cannot be made available, the Repository provides only detailed metadata and citations, with links wherever possible.

Roles and Responsibilities

1. The Director of Learning Resources is responsible for governance of the Repository, including procedures, management, Preservation, access and use of the Repository.
2. The Research and Innovation Office is responsible for ensuring that faculty members who have received funding for research submit their materials to the Repository.
3. The Scholarly Communications Librarian is responsible for handling Submission requests, making Outputs accessible online and for customizing and implementing Repository software.

E. PROCEDURES

See [Standard Operating Procedures](#) (for internal users)

- *Research and Creative Activity – Depositing RCA Output into the Douglas Open Repository (DOOR)*
- *Research and Creative Activity Funds (RCAF) – Final Report Submission Process*

F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

[Administration Policies](#)

- *Archives*
- *College Use of Copyrighted Works*
- *Commercialization of Intellectual Property*
- *Ethical Conduct for Research Involving Humans*
- *Integrity in Research and Scholarship*
- *Privacy*
- *Records and Information Management*

[Copyright Guide, Douglas College Library](#)
[Tri-Agency Open Access Policy on Publications](#)

G. RELATED ACTS AND REGULATIONS

- [Copyright Act](#) [RSC 1985], c. C-42
- [Freedom of Information and Protection of Privacy Act](#) [RSBC 1996], c. 165

H. RELATED COLLECTIVE AGREEMENTS

- [Collective Agreement between Douglas College and Douglas College Faculty Association \(DCFA\)](#)