WPSphere Guidelines

About/Mission

WPSphere is an institutional repository maintained by the David and Lorraine Library for the WPU community. The repository is accessible online at https://repository.wpunj.edu/. The repository showcases faculty, staff, and student scholarship and research, as well as, other works related to the University and its community.

Access Related Guidelines

WPSphere is primarily an open access repository that distributes works online to all.

There are exceptions:
Contributors can request an embargo for a specific period, e.g. 2 years, to prevent access to their work until the embargo time period has expired. Embargos are suitable for dissertations and theses. In the case of embargoed works, the metadata record will be visible in the repository but the file(s) that are embargoed will be blocked from viewing.
In some cases, works may be restricted to the campus community due to rights issues.

Submission Related Guidelines

Requirements for depositing works into WPSphere are as follows:
1. Works must be in a digital format.
2. Works submitted should be complete works that are ready for distribution.
3. Submissions should not contain any confidential information, e.g. personal information related to research subjects, or proprietary information.
4. Submitters should be willing and able to grant the repository the right to preserve and distribute the work(s) via WPSphere (see Distribution License Agreement).

Submitting Unpublished Works:
Unless otherwise stipulated, unpublished works will be assigned a generic rights statement. If author(s) would like to specify a Creative Commons license (https://creativecommons.org/licenses/), they should indicate that to the Digital Initiatives Librarian.

Submitting Published Works:
In the case of published works where copyright ownership has been transferred to a publisher, e.g. journal articles, permission may be needed from the publisher to submit works to the repository. The Digital Initiatives Librarian can be contacted for assistance in such instances.
In the case of journal articles, SHERPA/RoMEO (http://www.sherpa.ac.uk/romeo/index.php) provides a database with many publishers' "self-archiving policies" for pre-print and post-print versions of articles.

Copyright & Related Rights
The David and Lorraine Cheng Library will only make works available in WPSphere that conform with U.S. Copyright Law and other relevant laws, regulations, and legal agreements.

Content Related Guidelines
WPSphere accepts works that are scholarly, academic, related to the University, or stored at the Library. The following types of works are accepted:
- Published scholarly research articles (pre-prints and post-prints)
- Conference and symposium papers, proceedings, presentation slides, and posters
- Open Educational Resources (OER)
- Theses and dissertations
- Undergraduate Honors theses
- Capstone projects
- Completed manuscripts
- Journals published on campus
- Research data sets
- Creative works, including visual art, multimedia, and audiovisual materials
- University reports, newsletters, and data sets
- Documents and items dealing with the history and life of WPUNJ
- Documents and items dealing with the history and life of WPUNJ's surrounding communities
- Grey literature, e.g. technical reports and white papers
- Books

File Format Related Guidelines
WPSphere accepts files in a variety of formats that are up to 2 GB in size each. Files larger than 2 GB require the library dean's permission and require library assistance. While the repository supports any file format, open and standardized file formats are highly recommended over proprietary formats for preservation purposes. The Digital Initiatives Librarian may be contacted for assistance with format conversion.

Recommended file formats are:
- *Text:* Portable Document Format (.pdf), LaTex (.tex), OpenDocument formats (.odt, .odp), plain text (.txt), rich text (.rtf), and Hypertext Markup Language (.html)
- *Images:* JPEG (.jpg or .jp2), Portable Network Graphics (.png), TIFF (.tiff or .tif), Portable Document Format (.pdf), or Scalable Vector Graphics (.svg)
- *Audio:* WAV (.wav), FLAC (.flac), MPEG-3 (.mp3)
- *Video:* MPEG (mp3, mp4), WAV, AVI, or Quicktime (mov)
- *Electronic Books*: EPUB (.epub)
- *Tables, spreadsheets, and databases:* tab-separated tables (.txt – sometimes .tsv or .tab), comma-separated tables (.csv or .txt), other standard delimiter (.e.g. colon, pipe), fixed-width, OpenDocument Spreadsheet (.ods), OpenDocumentDatabase (.odb)

- *Multidimensional arrays:* Common Data Format (.cdf), Network Common Data Format (.nc), and Hierarchical Data Format (usually .hdf. or .h5)
- *Statistics:* See recommendations for tables, spreadsheets, and databases, Data Document Initiative (.xml)
- *Web data:* JavaScript Object Notation (.json), Extensible Markup Language (.xml), Hypertext Markup Language (.html)
- *Geospatial data:* Geo-Referenced TIFF (.tiff), ESRI Shapefile (.shp, .shx, .dbf), Keyhole Markup Language (.kml)
- *Software code:* Plain text (usually with an extension that represents the source language).

Alteration Related Guidelines

If the depositor wishes to update a record with a new version of a work, he/she must contact the Digital Initiatives Librarian. Standard practice is for WPSphere to maintain access to previous versions, with all versions visible and reasons noted for subsequent versions. Complete replacement of work(s) in a record requires justification from the requestor. The requestor must note in the request the specific changes made to facilitate assessment of the request.

Withdrawal Related Guidelines

If a copyright complaint or withdrawal request is received for any works, the David and Lorraine Cheng Library will review the complaint or request. Requests to remove works should be directed to the Digital Initiatives Librarian, with the URL of the item(s) at issue, an explanation of any claims to rights for the material, a statement of the action requested, and the reason for requested the action.

Acceptable reasons for complaints or withdrawal of requests include:
- Proven copyright violation or plagiarism
- Journal publishers' rules
- Legal requirements and proven violations
- National security
- Falsified research
- Confidentiality concerns
- Author request

The goal of WPSphere is to provide persistent, long-term access to content. Original item records are retained for all withdrawn content. In the event that works are withdrawn, records will contain one of the following statements:
- Item removed from WPSphere on [date] at the request of the author.
- Item removed from WPSphere on [date] by legal order.
- Item removed from WPSphere on [date] due to violation of WPSphere guidelines.
- Item removed from WPSphere on [date] at the discretion of David & Lorraine Cheng Library.