CSU-Pueblo Digital Repository: General Guidelines

Authorship/creation

Included works/creations will usually be authored/created, in part or whole, by a CSU-Pueblo faculty or staff member, student, or other campus entity. Content from CSU-Pueblo sponsored conferences or CSU-Pueblo-funded research may also be submitted, even if the author/creator is not affiliated with CSU-Pueblo.

All graduate and undergraduate student theses will be accepted for deposit, as the University Library is the official archive for these documents. Other student works must be sponsored by a CSU-Pueblo faculty or staff member who deems the work suitable for long term preservation and access through the digital repository.

Author/creator rights and responsibilities

The author(s)/creator(s) should be prepared to grant to CSU-Pueblo the non-exclusive right to preserve and disseminate the work according to the terms of the CSU-Pueblo Digital Repository Deposit Agreement. Authors are responsible for ensuring that any previously-published works submitted to the repository are not in conflict with any existing agreements. Please see Copyright Considerations for more information.

Nature of the work

The work should be scholarly, educational, and/or research-based and merit long term preservation and dissemination. If the work is part of a series, other works in that series should also be submitted. Alternately, information identifying the series should be submitted in order that the larger context of the work is not lost.

The CSU-Pueblo Digital Repository is committed to providing long-term access to all deposited content by applying best practices for data management and digital preservation, while acknowledging the complexities involved in preserving digital information. The work must be submitted in an approved digital file format (see Preservation and Format Support Policy).

Accessibility of the work

Submitted works should reflect a good faith effort to meet web accessibility guidelines. The Library reserves the right to modify the formatting of the work within the file to the extent necessary to meet these guidelines and best practices.

Access options

The CSU-Pueblo Digital Repository is intended to expand the scope of scholarly resources available worldwide through the Internet. By default, all works submitted to the digital repository will be made openly accessible. Authors/creators are permitted to place an embargo (up to one year) on their submitted works. If embargoed, the work will be added to the repository but hidden from view until the embargo expires.

Withdrawal of works

Content submission to the Digital Repository is permanent. Under certain circumstances an item may be removed from view—by legal order, by request of the author, or by decision of the CSU-Pueblo Library. If the CSU-Pueblo Library decides to remove a work from the repository, it will first make a good faith effort to notify the author and provide a reason for the withdrawal. Authors/creators who wish to remove their work(s) from view must submit a formal request.

To preserve the historical record, all such transactions will be traced and visible via a provenance statement. The content of the note should be one of the following:
- "Removed from view by legal order."
- "Removed from view by CSU-Pueblo Library."
- "Removed from view at request of the author."

The work itself will be removed from view, but its metadata and provenance statement will still be visible to those who already have its persistent URL. The work will no longer be discoverable or available for harvesting by search engines.

Preservation services

For all deposited content, the library will:
- Maintain a persistent URL and the files/metadata (descriptive information) associated with it
- Provide secure storage and backup of materials
- Monitor format changes and migrate to succeeding format when necessary and possible

CSU-Pueblo Digital Repository: Copyright Considerations

The CSU-Pueblo Digital Repository can accept previously published works, as long as the submitted work complies with the publishing contract. Most of the major academic publishers will allow you to place your article in a university repository, with some conditions.

Embargo period

An embargo period specifies a delay between the publication of the article in the journal and when it becomes available in the repository. Works may be submitted prior to the end of the embargo period and restricted from view until the embargo expires.
Authors who are depositing previously published works, or plan to submit the work for publication shortly after deposit, should check that publisher's policies to see whether an embargo period is required.

Article version

The publisher may specify which version of the article can be placed in a public repository. The Publishing Open Access section has more information on finding a journal's open access and self-archiving policies. Most publishers will indicate which version can be self-archived:

- Pre-print [draft before peer review]
- Post-print [draft after peer-review but before final formatting]
- Publisher's version [formatted by journal]

Scanning, copying, or downloading your article from the library catalog to use in a submission is not permitted unless the publisher allows you to use the publisher's version. That version belongs to the copyright holder (the publisher) and cannot be reproduced without their permission.

Copyright protections

Generally speaking, your work is no more or less vulnerable in a repository than in any other published form such as in print on the publisher's website. You retain the right to be identified as the author and any use of your work that did not acknowledge your authorship would constitute plagiarism and even breach of copyright if a substantial portion was used.

CSU-Pueblo Digital Repository: Preservation & Format Support Policy

Preservation Services

For all content you deposit, the Libraries will:

- Maintain a persistent URL and the files/metadata (descriptive information) associated with it.
- Provide secure storage and backup of materials.
- Monitor format changes and migrate to succeeding format when necessary and possible.

Format Support

The CSU-Pueblo Digital Repository is committed to providing long-term access to the digital works it contains. Preservation steps may include format migration, normalization, and emulation, depending on the file format submitted. Software, hardware, and file format obsolescence is a complex issue with outcomes that are difficult to predict. This includes the Library's future ability to convert obsolete file formats to accessible file formats without any loss of the original document's look and feel. There are three levels of preservation support for digital works in the CSU-Pueblo Digital Repository, which are based on the amount of work needed to maintain access.

Preservation support is assigned at the individual file level. Complex content items comprising multiple files in various formats will need additional evaluation to determine whether the operational relationships between the files can be maintained. If the original relationships between files are documented externally in metadata, that information will be preserved in any case.

Executables and some files that rely on a specific hardware/software environment will require additional evaluation because not only the format but the access environment must be considered in making a preservation determination.

Level 1: Greatest Preservation Support

Level 1 service level is currently provided only for formats that are both publicly documented and widely used, because it is more likely that these formats will endure long-term, or if they become obsolete, tools will exist to undertake a controlled transformation or migration with minimal loss. Level 1 content may be normalized (copied to another stable format) to provide additional assurance that the information content is preserved or to facilitate discovery and viewing.

Level 2: Limited Preservation Support

The format will be monitored and may be transformed when significant risk to access is imminent, but it is likely to be difficult to predict or control the consequences of any transformation or migration on content, structure or functionality. The file may be transformed to a more preservable format to ensure that the information content is not lost, even if some structure and functionality are sacrificed.

Level 3: Minimal Preservation Support

Files may be opened and/or read by future applications, but there is no guarantee that the content, structure, or functionality will be preserved. Bitstream copying of the file and associated metadata will prevent loss, but there will be no active effort made to monitor the format and associated risks or to normalize, transform or migrate the file to a more preservable format. Any format not yet reviewed and evaluated will receive level 3 service on deposit. A higher level may be assigned after format review takes place.

Comparison of Preservation Support Levels

	Level 1	Level 2	Level 3
Persistent identifier that will always point to the object and/or its metadata	•	•	•
Provenance records and other preservation metadata to support accessibility and management over time	•	•	•
Secure storage and backup	•	•	•
Periodic refreshment to new storage media	•	•	•
Fixity checks using proven checksum methods	•	•	•
Storage in a trusted preservable format (making a normalized version, if necessary)	•	For some formats	
Strategic monitoring of format	•	•	
Migration to succeeding format upon obsolescence	•		

Registered Formats and Support Levels

The following list of formats and support levels will be reviewed and updated based on our growing experience with digital preservation and the emergence of new formats and standards.

CSU-Pueblo Digital Repository: Registered Formats and Support Levels

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Text, Page Description, and Microsoft Office File Formats

Format	File Extension	Mime Type	Support Level	Qualifying Factors/Notes
PDF/A*	.pdf	application/pdf	Level 1	Files not created per the "Best Practices" receive Level 2 support, and may be migrated to PDF/A *PDF/A is preferred over PDF whenever possible, as it is becoming recognized as the archival standard. See http://en.wikipedia.org/wiki/PDF/a for more information.
Plain Text, UTF-8 (Unicode)	.txt	text/plain; charset=UTF-8	Level 1	
Plain Text, ANSI, X3.4/ECMA-6/US, ASCII (7-bit)	.txt	text/plain; charset=US-ASCII	Level 1	
Postscript	.ps	Application/ps	Level 2	
Rich Text	.rtf	Text/richtext	Level 1	
XML	.xml	text/xml	Level 2	Deposit of appropriate DTD/schema with XML file is strongly encouraged and may impact preservation. Minimally, XML should be well-formed; explicit namespaces strongly preferred. Assumes no DTD/schema but that XML file is well formed.
HTML	.html, .htm	text/html	Level 3	Requires HTML 4.0 or 4.01 validated markup and CSS files(s), if referenced, must be deposited with document.
LaTeX	.latex	application/x-latex	Level 2	We encourage that content should be converted to PDF/A by the depositor.
TeX	.tex	application/x-tex	Level 2	We encourage that content should be converted to PDF/A by the depositor.
Microsoft Word	.doc .docx	application/ms word	Level 2	We recommend that content be converted to PDF/A by the depositor. Requires that macros be disabled.

Microsoft PowerPoint	.ppt .pptx	application/vnd.ms-powerpoint	Level 2	We recommend that content be converted to PDF/A by the depositor. Requires that macros, animations and other effects be disabled.
Microsoft Excel	.xls; .xlsx	application/vnd.ms-excel	Level 2	We recommend that content be converted to PDF/A by the depositor. Requires that macros be disabled.

Image File Formats

Format	File Extension	Mime Type	Support Level	Qualifying Factors/Notes
TIFF	.tiff	image/tiff	Level 1	This format is often slow to load unless compressed into a lossless format such as JPEG 2000
JPEG 2000	.jp2	image/jp2	Level 1	Preferred over JPEG
JPEG	.jpg	image/jpeg	Level 1	JPEG 2000 preferred.
PNG	.png	image/png	Level 2	
BMP	.bmp	image/x-ms-bmp	Level 3	
GIF	.gif	image/gif	Level 3	

Audio File Formats

Format	File Extension	Mime Type	Support Level	Qualifying Factors/Notes
Wave	.wav	audio/x-wav or audio/wav	Level 2	
MPEG audio	.mp3	audio/mpeg, audio/mp3	Level 2	
AAC_M4A	m4a, .mp4	audio/m4a, audio/mp4	Level 3	
AIFF	.aif, .aiff	audio/aiff, +	Level 3	.wav or .mp3 preferred
Audio/Basic	.au, .snd	audio/basic	Level 3	.wav or .mp3 preferred
Windows Media Audio	.wma	audio/x-ms-wma	Level 3	.wav or .mp3 preferred

Video File Formats

Format	File Extension	Mime Type	Support Level	Qualifying Factors/Notes
MPEG-4	.mp4	video/mp4	Level 2	Many variants possible; preservation level not yet established
AVI	.avi	video/avi, video/msvideo, video/x-msvideo +	Level 3	.mp4 preferred
Quicktime	.mov	video/quicktime, video/x-quicktime	Level 3	.mp4 preferred
MPEG-1	.mp1	video/mpeg	Level 3	Many variants possible; preservation level not yet established .mp4 preferred
MPEG-2	.mp2	video/mpeg2	Level 3	Many variants possible; preservation level not yet established .mp4 preferred
Windows Media Video	.wmv	video/x-ms-wmv	Level 3	.mp4 preferred

What to do if your format is not listed

If you have a format that isn't listed below, please contact Karen Pardue by email at karen.pardue@csupueblo.edu or by phone at (719) 549-2326.