

SCHOLARSPACE

ScholarSpace is a digital repository of the University of Hawaii at Manoa (UHM) to facilitate the acquisition, preservation, and dissemination of the intellectual output of the university. ScholarSpace serves as a repository for data, working papers, teaching materials, bulletins, as well as peer-reviewed articles.

CONTENT AND COLLECTION GUIDELINES

1. ScholarSpace primarily supports work that has been produced, submitted, or sponsored by UHM faculty and staff. Additional notes:
2. Communities may submit works for which they are the sole rights holders or for which they have obtained permission to submit from all co-authors. The repository accepts a wide range of digital materials, including text, images, video, and audio files. Possible kinds of content include, but are not limited to the following:
 - a. Journal articles
 - b. Conference papers
 - c. Theses and dissertations
 - d. Datasets
 - e. Images
3. The work should be scholarly or research-based.
4. Personal works are not appropriate for the repository.

ESTABLISHING A COMMUNITY

Defining Communities and Collections

In addition to the DSpace Digital Repositories Policies section “Defining Communities and Collections,” the following elaborates on the definition of Communities, for ScholarSpace.

At UHM, a ScholarSpace “Community” is assigned to an administrative unit that produces research, has a defined lead, has long-term stability, and can assume responsibility for setting Community policies. The following are examples of possible Communities: Colleges or Schools within the University; research centers; students depositing dissertations or theses; or faculty and students with a common academic interest. Each Community must be able to assign a coordinator who can work with ScholarSpace staff. Groups wishing to establish a ScholarSpace Community that do not fall into this definition will be considered on a case-by-case basis. Individuals may not submit items without belonging to an established Community because they do not constitute an administrative unit.

COPYRIGHT AND LICENSES – INTELLECTUAL PROPERTY RIGHTS (IPR)

In addition to the DSpace Digital Repositories Policies section “Copyright and Licenses – Intellectual Property Rights (IPR),” the following pertains to ScholarSpace.

Content Submitters Copyright

1. If a working paper is published in a journal—either in the same form or, more commonly, in revised form many journals allow the working paper to continue to be made available, especially when it is for educational/scholarly noncommercial use. Unfortunately, some journals do require that the working paper be removed. Others grant exceptions for something like an Institutional Repository; they just need to be asked. It is up to the faculty member to check the terms of their agreement with the journal to see what is allowed. Individual journal policies vary widely. The [RoMEO Project](#) (Rights METadata for Open archiving) has compiled a list of many journals' "Copyright Policies" about "self-archiving."
2. If a submitter is interested in including a reprint of a journal article in his/her repository site, the faculty member should check their agreement with the journal to see if it is allowed. If it would not violate copyright, he or she is welcome to do so.

Copyright to Theses and Dissertations

The University of Hawaii Graduate Division statement on Intellectual Property is: In general, materials developed exclusively by a student as part of course work (including theses and dissertations) are the student's property, the final disposition of which remains the student's prerogative. Should materials so developed result in publication or other types of dissemination, the authorship or other credit shall be determined by the student.

Please note the following exceptions:

1. **Funded Research** — If a student develops materials with funding from a grant or contract, even partially, then provisions of the grant or contract may determine ownership of intellectual property. When material is developed under research contracts, it is essential to ascertain from the contract-granting agency its expectations with respect to the copyright of the material. In the case of dissertation research, the contract-granting agency must be apprized that publication of the dissertation is required. It is the student's responsibility to make arrangements with the agency.
2. **Work as UH Employee** — If a student develops materials while working as a university employee or if the work involves more than incidental use of university resources, then the university may have a right to a share of the intellectual property. In addition, the student must disclose the development of the materials to the Office of Technology Transfer and Economic Development.

See: <https://manoa.hawaii.edu/graduate/content/intellectual-property>

OTHER POLICIES AND GUIDELINES

The following policies and guidelines also apply to ScholarSpace.

- DSpace Digital Repositories Policies, addressing:
 - Content and collection guidelines
 - Establishing a Community
 - Submission process
 - Copyright and licenses – intellectual property

- Metadata
- Workflow
- Contributors, users and privacy
- Access, storage and preservation
- D-CARP's Prioritization and Selection Criteria