AUB ScholarWorks

About ScholarWorks

ScholarWorks Institutional Repository (IR) is a digital showcase of the research, scholarly and creative output of the American University of Beirut (AUB) community. It facilitates and encourages the preservation, exploration, dissemination, promotion and use of the University academic and research activities.

Definitions

Intellectual Property

The term "Intellectual Property" as used herein is broadly defined to include invention, copyrightable works, and tangible research property.

Author/Creator

An individual or group of individuals who make, conceive, reduce to practice, author, or otherwise make a substantive intellectual contribution to the creation of intellectual property.

Depositor

The person depositing a Dataset into ScholarWorks where the Depositor is a Creator (e.g., has made a substantive intellectual contribution to the creation) of the deposited Dataset or is authorized by such a Creator to act on his/her behalf. At least one of the Creators of such a Dataset must be affiliated with the AUB or someone acting on behalf of a Creator can deposit into the AUB ScholarWorks.

Descriptive Metadata

The information about the item or publication being deposited in AUB ScholarWorks, such as Creator(s), title, funder, etc. Descriptive Metadata is initially provided by the Depositor during the submission process. Modifications to the Descriptive Metadata can be made after an item is published by the Depositor and/or the staff in charge.

Why deposit content?

The main objectives of the University's open access IR are:

- To give higher visibility for AUB research and scholarly work
- To strengthen collaborative research linkages
- To increase citation rates of AUB research publications
- To digitally preserve AUB research and scholarly work
- To improve Data Management on campus
- To maximize the re-use of Research Data

Who can deposit content?

Any department, center or other unit of the University can participate as a community in ScholarWorks. Each community assigns a coordinator who can work with the University Libraries to develop the unit's content and to define the kinds of material to include in the IR.

The Libraries encourage contributions of emerging and published research from all AUB community:
- AUB academic staff (research-oriented publications and research data);
- AUB non-academic staff (research-oriented publications and research data);
- AUB adjunct positions (faculty and staff); and
- AUB students (mainly, but not limited to, theses and dissertations)

Repository Submission Guidelines

Deposit formats

All content formats and types of files (text, images, moving images, audio materials and data sets) can be deposited into ScholarWorks. No special software is needed for the depositor to submit materials.

Accepted content

This includes:
- Published work where copyright allows (article, book, chapter in a book, etc.)

- work in progress
- manuscripts
- pre-published work where copyright allows
- digital art
- Master's/PhD theses and dissertations
- undergraduate/graduate student honors' papers and projects
- journals published at AUB
- research datasets

Mandatory deposit

This applies to:
- AUB recognized and complete published work that is authored or co-authored by members of the AUB community (journal articles/reports/case studies/etc. for which copyright or author's rights to post in an institutional repository are retained). If the work is part of a series, other works in that series or related descriptive information should also be submitted in order to preserve the context of the work.
- AUB higher degree theses and dissertations.

Voluntary deposit This
applies to:
- Peer-reviewed literature deposited by AUB staff and students: articles, conference proceedings, best paper contests, student journals, etc. Student work must be refereed and/or supervised and sponsored by faculty/administration.
- Pre-print publications: an article submitted to a publisher for peer review
- Post-print publications: the final article incorporating revisions made after the peer review process
- University related research material such as books, working papers, technical reports and inaugural lectures
- AUB generated research datasets

Full-text access to the aforementioned contributions will be subject to an agreement with the copyright owner.

Rejected content

Content should not be deposited into the University's Institutional Repository if:
- the work breaches copyright legislation (including the intellectual property rights of any third party);
- the author has entered into a contract that would not permit this use;
- the content is the Department's or University's organizational, legislative, administrative material that is not educational nor research-oriented like newsletters, annual reports, committee papers, meeting minutes, etc.;
- the work is confidential in nature;
- the author plans to commercialize the work;

- the item is in a format which cannot be stored or displayed satisfactorily; and ⬚ the size of the submission (in terabytes, for example) is prohibitive.

Copyright and Author's rights

The deposit of work into ScholarWorks does not transfer copyright to the University. Copyright owners retain the copyright for all content posted in the repository; hence, the copyright owner is free to reuse the content elsewhere.

Authors should (1) be able to assign rights to ScholarWorks or have permission from the copyright holder to do so (like a release to post the material in an IR from a publisher); and (2) be able to complete and sign the Institutional Repository License Agreement.

In the case of co-authored work (copyrighted), the depositor must obtain permission from the first author before depositing the work.

The Designated staff or Department at AUB Libraries, in conjunction with the University's Copyright Officer, will assist the depositor in determining the copyright conditions of any work to be deposited into the IR.

Quality Control

In most cases, quality control will be handled at the community level. The University Libraries claim no responsibility with regard to the validity and authenticity of the content of the submitted material. To facilitate the dissemination of research, the depositor has to make available an electronic copy of his or her article or research to a designated staff or Department at AUB Libraries.

Metadata

All eligible depositors are kindly requested to complete the electronic Deposit Form. Some of the descriptive information (metadata) will be automatically generated, other pieces (including author, title, and date) will be provided by the depositor.

The metadata are accessible to all users and may be reused in any medium provided a link to the original metadata record is given, and the repository is cited as American University of Beirut Institutional Repository.

The Deposit Form should contain as many bibliographic details as possible of the material you wish to deposit. For example, a journal article should include the following information: Author(s)

    Title of article
    Page numbers (if known)
    Year, volume and issue
    Journal Title
    Publisher ISSN (if known)

DOI (Digital Object Identifier) (if known)

For datasets:
Creator
Dataset title
Description
Date created
Related Publication

Restricting access to content

ScholarWorks Administrator may choose to restrict access to works, whether in part or in full, particularly if copyright permission is in doubt or unavailable. In such cases, a citation, abstract, descriptive information and alternative location or link to the publisher's version may be added.

ScholarWorks allows access restrictions to be imposed at the collection or item level:
- The depositor may control basic access levels (i.e. for Public or for AUB users only).
- The depositor may require an embargo of six months before the article may be made publicly accessible. The maximum embargo period should normally not exceed 5 years.

Withdrawal of content

A *work* may be removed from public if:
- the author requests removal of content in writing and the Libraries approves its removal;
- another publisher and/or copyright owner requests removal through a copyright infringement notice; and
- the content is plagiarized or if it breaches the University's Code of Conduct.

A *thesis/dissertation* may be removed from public viewing in conformity with the research higher degree policies and guidelines. A written request should be addressed to the designated staff or Department at AUB Libraries.

The Designated staff or Department at AUB Libraries will notify the author before withdrawing the work, whenever possible. Any work removed will be traced in the form of a withdrawal note in the metadata record. The content of the note will indicate whether the work is removed from view at the request of the author, by copyright owner, by legal order, or at the discretion of the University Libraries.

Preservation

ScholarWorks staff is committed to providing long-term access to all deposited content by applying best practices for data management and digital preservation.

ScholarWorks staff reserves the right to modify the file format of the work deposited, if deemed necessary.

Contact us

For any questions about the Repository's policy and/or submission guidelines, please contact scholarworks@aub.edu.lb. In addition to your query, please include your full name, title/major, contact information (address, e-mail, phone number), and the department you work for or you are enrolled in.