

## **Policy for Submission and Withdrawal of Content**

### ***The Cupola: Scholarship at Gettysburg College***

#### **Submitting Content**

Members of the Gettysburg community interested in submitting materials to *The Cupola* should consult with the Cupola Coordinator ([cupola@gettysburg.edu](mailto:cupola@gettysburg.edu)).

#### **Types of Content**

Appropriate content may be added following the guidelines below:

- The work must be original, produced and submitted, or sponsored by a faculty, staff, student, organization or department of Gettysburg College
- The work must be creative, scholarly in nature, research oriented, or of institutional significance
- The author must own the copyright to all components and content within the work, or have received and shown permission to have the material available in *The Cupola*. See “[Guidelines for preparing student projects](#)” for more detail.
- The author or representative of the organization or department must submit a permission form prior to material being uploaded to the repository, granting the College the right to distribute and preserve the material via *The Cupola*
- Contributors may include non-affiliated scholars if they are co-authoring with Gettysburg College authors, participants in college-sponsored conferences, or are affiliated closely with the College, e.g., are emeritus professors, or hold honorary appointments
- Examples of possible content are:
  - High quality student works including capstones, grant-funded research, and exceptional coursework
  - Journals published by the Gettysburg College community
  - Published articles when copyright and/or license allow
  - Faculty course-related or unpublished research output primarily of scholarly interest
  - Multimedia presentations, image collections, and audio/video content
  - Working papers, conference papers and technical reports
  - Organizational annual reports and newsletters
  - Strategic college documents
  - Data sets

#### **Co-authored Works**

Each joint author has the ability to grant a nonexclusive license to use a work without the permission of other joint authors. The authors are responsible to each other regarding any money made, but in terms of the ability to license they all share complete rights. Of course, the copyright policies of any relevant publisher must also be followed. The Cupola policy is as follows:

1. Any co-author can give permission for deposit.
2. Any co-author can object and request take-down, which we will honor.
3. In cases of disagreement, we wait for co-authors to sort it out among themselves.

## Technical Requirements

- There is no formal limit to size of material
- Most file formats are acceptable
- Digitization of print-only materials will be handled on a case-by-case basis
- Some material may be available only to current college faculty, staff and students

## Withdrawal of content

- While we do not anticipate problems, Gettysburg College may remove content from *The Cupola* without notice. Likewise, an author or copyright holder may notify Gettysburg ([cupola@gettysburg.edu](mailto:cupola@gettysburg.edu)) and request that content be removed as soon as practical. Any copies of content or publicity materials that mention content in *The Cupola* will not be recalled or destroyed. Please note that Gettysburg College may not be able to remove cached copies of content.

## About *The Cupola*

*The Cupola: Scholarship at Gettysburg College* is a collection of scholarly and creative works produced by faculty, students, and other members of the Gettysburg College community. [More about \*The Cupola\*.](#)

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