

# MUShare Collection Development & Submission Guidelines

## Objective

MUShare is an initiative of the Mother Theresa Hackelmeier Memorial Library with the purpose of archiving and disseminating the scholarly output of the Marian University community in an online platform. This institutional repository is open for Marian University faculty, students and staff to submit their scholarly work for inclusion.

## Administration & Coordination

The MUShare institutional repository is a platform created and hosted on HYKU Commons, as part of the Private Academic Library Network's (PALNI) open access initiative. Library staff maintain the responsibility for the ongoing facilitation, organization, selection, and dissemination of content submitted and archived on the platform.

Content uploaded to the repository is a result of communication between library staff with respective academic departments and associated faculty, in collaboration with relevant groups (student, administrative, etc.) intending to have their work archived. While library staff is proactive in identifying content for inclusion, new collections may be suggested for approval and addition to the repository.

## Criteria

Items submitted to MUShare will require some degree of review for quality control. Specifically for student scholarship, submitted content will ideally be considered ready for submission after review by either meeting criteria as established by the relevant department review process, the relevant committee's guidelines for approval, and/or that of the individual faculty advisor. Once approved, library staff will proceed with submission and addition to the repository.

## Submission Guidelines

All current students, faculty, and staff at Marian University Indianapolis are eligible for submission of content.

Authors contributing to the repository have an option for adding content. Either they can contact a librarian to have the work added on their behalf, or they can upload content themselves, through the 'submit research' feature.

For the latter option, to make submission as easy and streamlined for the user library staff has chosen to enable online submission for certain collections created in MUSHare. These collections can either include peer-review functionality for faculty reviewers, or can bypass such functionality enabling library administrators to approve, and post content. In order to maintain quality control of submitted content, library staff will collaborate with associated faculty beforehand to ensure that approval has been given to post content to a specific collection. Alternatively, library staff will contact faculty when certain items may need further review of the work in question.

## **Author Rights**

Neither Marian University Indianapolis nor Mother Theresa Hackelmeier Memorial Library make any claim to copyright nor the intellectual property associated with the works included within MUSHare, unless already retained. All authors submitting works to the repository will retain their copyright unless transferred to another publisher according to their signed author or licensing agreements.

## **Collection Composition**

Content added to MUSHare will be organized according to the department as well the specific collection created by library staff. An inclusive approach to content types, formats, and collections has been taken to maximize the multidisciplinary and creative nature of scholarship created at Marian University. See below for a list of example collection types. Nearly all conventional and standardized file formats for content can be added to the platform.

### **Student Collections**

- Senior Theses / Dissertations
- Capstone Projects
- Poster Presentations
- Exemplary Course Projects
- Service Learning Works
- Student Government Meeting – Agendas / Minutes
- Creative Works – Writing / Art Exhibitions

### **Faculty and Staff Collections**

- Peer-Reviewed Articles (pre-prints/post-prints)
- Departmental Journals / Publications
- Books / Book Chapters
- Datasets
- Course Lectures / Syllabi
- Creative Writing (fiction, non-fiction, poetry, etc.)
- Musical Scores / Compositions
- Ephemera / unpublished “gray literature”

Institutional symposia, conference presentations and/or agendas, as well as official university publications are also eligible for submission.

### **Withdrawal**

MUShare is an online archival platform, and as such items submitted will be retained, unless copyright conflicts emerge for specific works. However, if authors feel compelled to withdraw content, they may request withdrawal by contacting library staff.

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