

RESPONSIBILITIES OF THE CENTRAL MICHIGAN UNIVERSITY'S DIGITAL OBJECT REPOSITORY PROJECT POLICY

Central Michigan University's Digital Object Repository (CONDOR) is a partnership between the Libraries, the Office of Information Technology and the Central Michigan University campus community. As such, the repository project retains certain rights and holds certain responsibilities.

Repository Responsibilities

The repository project accepts responsibility for the following:

- Providing training on the use of the repository software.
- Promoting the repository to the university and beyond.
- Insuring that contributions are preserved.
- Insuring that contributions adhere to University policies.
- Adhering to Intellectual Property Rights and Copyright laws.
- Establishing a depositing workflow.
- Assigning metadata.
- Developing policies and procedures.
- Reviewing challenges to repository objects.
- Maintaining the software and hardware system.

Repository Rights

The Repository retains the right:

- To retain, reproduce, and disseminate the deposited work
- To keep multiple copies of your work for purposes of security, backup, preservation, and access
- To amend and/or redistribute descriptive information (metadata) for items
- To determine the retention of challenged objects
- To negotiate agreements with software and hardware vendors
- To migrate items if format is in danger of obsolescence for the purpose of preservation and access.
- To set quotas for size of files and number of objects should this become necessary.
- To approve or deny admission of content that does not meet the mission of the repository.

Approved by the Repository Team June 5, 2008.