

# USA Policies

The University of South Alabama Libraries have created the following procedural document and policy statement pertaining to various aspects of managing the *JagWorks@USA* Institutional Repository (IR). Please email [jagworks@southalabama.edu](mailto:jagworks@southalabama.edu) or fill out [our contact form](#) if you have questions about the repository or about these policies.

## WHO can join?

Any USA faculty, researcher, division, department, research unit, department, lab, center, or institute is eligible to join. Hereafter, these entities will be referred to as the "unit" in this document. Faculty and departments may submit student work such as capstone projects, posters, and the like, that showcase students' best efforts.

In order to manage submissions efficiently, without increasing the workload on

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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:

- Journal articles
- Working papers
- Conference papers and posters
- Theses and Dissertations
- Datasets
- Images
- Open educational resources
- Journals published at USA

## Supported Formats

JagWorks@USA supports various formats such as .pdf, .mp3, .mp4, .jpeg. We recommend that you submit your documents in one of the mentioned access-level-formats or contact [jagworks@southalabama.edu](mailto:jagworks@southalabama.edu)

provided that inclusion in the IR is permitted under the applicable publisher policy.

Departments, centers, units:

Units should contact [jagworks@southalabama.edu](mailto:jagworks@southalabama.edu) and identify an administrative contact, who will be authorized to manage submissions. Training for administrators will be provided by library staff and/or bepress.

For publications at the department/unit level — such as journals or working paper series — the unit is responsible for establishing editorial guidelines and for ensuring compliance with existing policies whether USA's



authors to retain their rights, to negotiate with publishers, and to avail themselves of common tools, such as the [Scholar's Copyright Addendum Engine](#), to negotiate more rights to their own research.

For more information, please refer to our page on Authors' Rights. The [University Libraries](#) will be happy to assist you with any questions that you may have.

## Copyright

As stated above, works submitted to the repository will comply with, and are subject to, the [University's policies](#). More information on copyright is available through the [Libraries copyright page](#).

When considering the copyright status of a work, there are two possible scenarios:

### Author owns all rights

If you retain full copyright to the work in question, you should be able to submit it to *JagWorks@USA*. Your work will receive increased visibility while raising the profile of the University of South Alabama. Please contact [jagworks@southalabama.edu](mailto:jagworks@southalabama.edu) to get help with submitting your work.

If you share the copyright with other authors, please check with them to make sure that they approve of the work being archived and made available through *JagWorks@USA*.

### Publisher owns some or all rights

This situation occurs when authors sign an agreement with a publisher. Typically, such agreements will transfer some or all rights to the publisher. Publisher copyright policies will need to be checked to determine if, and in what form, a work may be submitted to an institutional repository. We recommend using the SHERPA Romeo list. (<https://v2.sherpa.ac.uk/resF2.0/>)s

contact the publisher directly. A number of publishers allow the post-print (defined as the post-peer reviewed version of the article that is accepted by the publisher for final publication) to be submitted to an institutional repository, but not the publisher's PDF version.