Joint Purpose and Mission
Marquette University Archives and the Institutional Repository
Overview

The Institutional Repository, *e-Publications@Marquette*, and the Marquette University Archives (University Archives) work in close collaboration to ensure the discoverability, accessibility, and preservation of university materials into the future. The goal of this document is to educate those interested in making submissions to these areas, and to highlight the characteristics of these information centers.

The University Archives and the Institutional Repository are both located in the Raynor Memorial Libraries and have complimentary (but not identical) purposes. The purpose of *e-Publications@Marquette* is to promote discoverability of a variety of Marquette-produced materials. The purpose of the Marquette University Archives is to collect, provide access to, and secure the long-term preservation of Marquette materials of enduring value. Both *e-Publications@Marquette* and the University Archives collect materials in a variety of formats. Both areas collect material, and both areas are selective in their collecting, based on criteria that are outlined in this document. While there are areas where the missions of these two areas overlap, e-*Publications@Marquette* and the University Archives actively collaborate to identify appropriate material for each area, and to uphold proper workflow for materials in each unit.

In this document, the following sections describe each unit's approach to the area of interest:
> Purpose / Mission
> Collecting Areas
> Contributors / Donors
> Access / Use
> Copyright
> Preservation
> Accessibility
> Withdrawal

The Raynor Memorial Libraries are committed to high standards and follow professional best practices to facilitate the preservation and long-term accessibility of materials in a variety of formats. The Libraries support and are guided by the American Library Association's Library Bill of Rights and the Society of American Archivists' Core Values of Archivists and Code of Ethics for Archivists.

Questions and requests can be directed to:
- Digital Programs staff at the following email: muepublications@marquette.edu
- University Archives via our online request form, available at
  https://www.marquette.edu/library/archives/askarch.php

Katie Blank   University / Digital Records Archivist
Amy Cooper Cary   Head of Special Collections and University Archives
Danelle Orange   Coordinator, Scholarly Communications and Digital Programs
Tara Baillargeon   Assistant Dean for Digital Scholarship and Head, Research and Instructional Services

Purpose / Mission

Marquette University Archives	e-Publications@Marquette
Founded in 1961, the University Archives documents the administrative, intellectual, social, and cultural history of Marquette University. The University Archives holds the official historic records of Marquette University, collecting materials documenting student life, faculty, staff, and administrative work, materials from offices and units across campus, as well as other Marquette University-related material. The University Archivist evaluates, preserves, organizes and provides access to documentary sources dating from the mid-19th century to the present. These materials exist in many formats, including handwritten, typewritten, printed and electronic documents; photographic negatives, prints, slides, and digital photos; motion picture film, audio and video tape, CDs, and DVDs; architectural plans and blueprints; oral history tapes and transcripts; university publications; scrapbooks, artifacts, and ephemera; and websites and other digitally produced content.	*E-Publications@Marquette* was founded in 2007 as a digital library that contains products from Marquette-affiliated individuals or organizations. It serves as a storehouse for scholarly and university-related material produced by faculty, staff, and students at the university. The mission of the institutional repository, *e-Publications@Marquette*, is to increase access to Marquette-produced research, programs, events, and supporting materials by making them available in a collated online environment that complements the current web presence of the university and outside publishers. Submitting work to *e-Publications@Marquette* ensures copies of the work remain accessible regardless of subscriptions and updates to web environments. This output can come in many forms and does not have to originally be intended for the digital environment. Inclusion in the repository increases the visibility and impact of Marquette University's research both on campus and in the world. *E-Publications@Marquette* currently runs on the bepress Digital Commons platform; maintenance, backups, and tech support are provided by bepress. *E-Publications@Marquette* is managed by the Digital Programs unit of the library.

Collecting Areas

Marquette University Archives	e-Publications@Marquette
University Archives collects, preserves, and provides access to the historical records of Marquette University and its constituencies, including administrative records from campus offices, university publications, personal and professional papers of faculty members, organizational records of student groups, papers, photographs, and memorabilia of students and alumni. The University Archives staff seeks to identify and preserve all University records that have long term administrative, legal, financial, or historical value.	Every piece of scholarly, creative, or programmatic output that is produced by Marquette-affiliated scholars is eligible for inclusion into *e-Publications@Marquette*, including but not limited to:

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While some collecting areas overlap with the Institutional Repository, *E-Publications@Marquette* and University Archives staff work together to ensure that materials of historical value are transferred to the University Archives for future preservation, use and accessibility. Likewise, both units work together to determine what archival material should be placed in *E-Publications@Marquette.*

Administrative Records
The material that we collect from campus units include (but are not limited to) the following:

- Correspondence (including e-mail)
- Key financial documentation, such as annual budgets
- Departmental, committee, or other meeting minutes
- Curriculum development materials
- Annual reports or other reports prepared by the unit
- Handbooks and policy statements
- Organizational histories, self-studies, and accreditation documentation
- Materials documenting events organized by the unit
- Photographs, scrapbooks, audio recordings & video
- Publications, newsletters, magazines, press releases
- Research or subject files
- Websites, blogs, and other social media

Publications
The University Archives seeks to collect all publications issued by the university, in print and online, including magazines, newsletters, news releases, handbooks, catalogs, and commencement and athletic programs. It also maintains a complete run of student publications, such as the *Marquette Tribune*, *The Marquette Journal*, and the *Hilltop*. Recent publications by faculty, staff, and alumni are acquired and maintained in the MU Writes and Alumni Writes archival collections.

Every piece of scholarly, creative, or programmatic output that is produced by Marquette-affiliated scholars is eligible for inclusion into *e-Publications@Marquette*, including but not limited to:

- Theses and Dissertations
- Scholarly literature, i.e., journal articles, book chapters, technical reports, and working papers
- Conference presentations and proceedings
- Books
- Photographs, audio recordings, and video.
- Data
- Journals
- Programmatic and curricular materials

Some materials are eligible for extended preservation. The main duty of *e-Publications@Marquette* is to provide access, and questions of preservation naturally fall to the University Archives. *e-Publications@Marquette* and University Archives staff work together to ensure that materials of historical value are transferred to the University Archives for future preservation, use and accessibility.

Theses and Dissertations
Theses and dissertations are submitted to *e-Publications@Marquette* by default during the process of submitting them to the Graduate School. At the time of submission through the ProQuest ETD Administrator, theses/dissertations will also be sent to *e-Publications@Marquette.* Graduate students are asked to also submit their publication form for *e-Publications@Marquette* though the Graduate School.

In addition, the Digital Programs unit works to provide digital access to the entire print collection of theses and dissertations submitted prior to 2009, when electronic submission became the requirement of the university. Access for these materials is restricted to campus IP range unless author permission for Open Access is documented.

Scholarly literature, i.e. journal articles, book chapters, technical reports, and working papers
e-Publications@Marquette collects and provides access, in accordance with publisher permissions, to

Preservation copies of graduate essays, theses, and dissertations are maintained in the University Archives. Post-2009 theses and dissertations and many older copies are deposited in *e-Publications@Marquette.*

Faculty Materials

Faculty papers can be defined as the unpublished work of Marquette faculty, contributing to their scholarly output at the university. As such, they contain significant information on teaching, research, and professional involvement, areas through which researchers can gain a valuable perspective on the culture of Marquette. The University Archives collects the personal papers of representative faculty members in order to document the intellectual history of the University. Faculty papers may be placed in the archives in any format – analog paper, or electronic. Preference is given to those collections that can be opened to research and those that are comprehensive in nature and in good condition.

Several criteria are critical for collecting faculty papers. We are interested in the papers of those faculty members who:

- Are recognized as exceptional teachers
- Are recognized as leaders in their disciplines and professions
- Have held significant positions in or given exemplary service to the university
- Have important university records in their collection
- Have had an impact outside the scope of the university.

In general, the University Archives collects the following faculty materials in any format available:
- Correspondence and memoranda of a substantive nature (including email)
- Lecture notes and curriculum materials
- Records of departmental and university-wide activities and committees
- Policy documents
- Speeches, presentations, and lectures
- Grant proposals and reports
- Newspaper and magazine clippings, press releases
- Research-related records
- Oral History Interviews
- Curriculum vitae

published or post-print versions of faculty articles, book chapters, technical reports, working papers, and various other kinds of scholarly and gray literature.

Conference proceedings and presentations

Conference proceedings are eligible for inclusion into *e-Publications@Marquette* if there is a full text presentation, paper, or other artifact to accompany the citation information. In accordance with the permissions of the conference organizer these materials will be made accessible through *e-Publications@Marquette*.

Books

It is rarely the case that a publisher gives permission for the entirety of a book to be made accessible through *e-Publications@Marquette*. Authors may submit them for permissions checking, and a member of the Digital Programs unit will follow up.

Additionally, a faculty member looking to publish an Open Access monograph may consider using the *e-Publications@Marquette* platform for publication.

Data

Research data is a growth area for *e-Publications@Marquette*. Some data sets may be a good fit for hosting within *e-Publications@Marquette* while others may need an outside repository. Assessment and referrals will be made on a case-by-case basis.

Journals

e-Publications@Marquette hosts a number of journals, some which are still being published, others of which make up a static collection of back issues. New submissions of journals will be reviewed on a case-by-case basis for workflow sustainability.

Programmatic and Curricular Materials

Materials related to courses, programs, and events on the campus or affiliated with the campus, including any print, image, audio, or video artifacts, are eligible for deposit into *e-Publications@Marquette*. This may include teaching materials, student work produced within a course, departmental materials to be made discoverable to the public, materials and/or recordings from conferences/symposia and or guest speakers.

- Audiovisual recordings
- Pictorial images
- Publications, reports authored, bibliographies
- Course syllabi and blank exams
- Scrapbooks, diaries, lab notebooks, etc.
- Drafts of significant publications
- Materials published online such as websites, blogs, and other platforms.

While we are unable to collect the papers of every faculty member at the university, we aim to collect, at a minimum, a photograph and CV from every faculty member.

Because we collect collaboratively, faculty wishing to place their papers in *e-Publications@Marquette* or in the University Archives do not need to be concerned that their material will be represented in only one of the units and should be aware that appropriate decisions about final disposition of their work will be discussed across the units. Faculty may express individual desires about the final disposition of their papers.

Student Life
The Archives is interested in documenting student life at Marquette University by collecting records in any format of student organizations including student government, fraternities and sororities, clubs, and other types of student organizations or activities.

All deposits that include student work must comply with FERPA regulations, and consultations are available to ensure adherence to privacy laws. Additionally, any student research projects that involve human subjects must have IRB approval to be made Open Access in *e-Publications@Marquette*. In many cases, it will be best practice to have student work restricted to the campus IP range for one or both reasons.

Organization, metadata, and access permissions will be coordinated with the depositor on a case-by-case basis. Digital Programs staff will work closely with University Archives staff to ensure appropriate coordination and streamline deposit processes for materials that are identified for long-term preservation in the Archives.

Contributors / Donors

Marquette University Archives	e-Publications@Marquette
Any individual who rightly owns or holds material related to the history of Marquette University as described in our Collecting Areas above may donate materials to the University Archives. Donors may include faculty, staff, students, administrators, alumni, and members of the general public. Consult archives staff before sending material to the University Archives for guidance on what records to transfer and for specific information on the retention and disposition of University records. All records transfers should be accompanied by a transmittal form and a list of folders in each box or electric filing system. Contact the University / Digital Records Archivist at katherine.blank@marquette.edu for more information.	The Institutional Repository at Marquette serves all academic and non-academic units within, and associated with, the university. Faculty, staff, visiting professors, post-docs, students (with sponsoring faculty member), and all else who produce scholarly, creative, or programmatic content can submit their work for inclusion into *e-Publications@Marquette*. Work may be submitted by individual authors, as an entire department, or as a collaborative team. Contact Digital Programs staff at muepublications@marquette.edu for more information.

Access / Use

Marquette University Archives	e-Publications@Marquette
Most materials in the University Archives are made available for use by anyone, regardless of affiliation with Marquette. Some materials may be restricted for a limited period to protect the university's business interest, to protect sensitive and confidential information contained in the file, or in compliance with federal laws such as the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA). Restrictions are reflected For questions about access to University Archives, please contact us via our online request form, available at https://www.marquette.edu/library/archives/askarch.php	Access permission to use materials in *E-Publications@Marquette* is dependent on the digital item file. A majority of items in *E-Publications@Marquette* are openly available to anyone with internet connectivity, in keeping with the goal to provide open access. In accordance with author preferences and/or publisher restrictions, some items are restricted to the campus IP range; others may be under embargo for a limited time. To comply with the Family Educational Rights and Privacy Act (FERPA), some student work may be restricted to campus. Open access is preferred for most items included in *e-Publications@Marquette*. For questions on open access, please contact muepublications@marquette.edu

Copyright

Marquette University Archives	e-Publications@Marquette
While much of the material in the University Archives is created by Marquette, and therefore under copyright of the University, the copyright status for some material held by the University Archives may vary. Copyright status may depend on the nature of the work, the circumstances under which it was created, and the agreement made by the donor at the time of transfer to the archives. Please consult with an archivist regarding the copyright status of any particular item.	Digital Programs staff at the library seek permission to use scholarly work that may have a copyright by the journals where they were originally published. Unless already available in an open access format, Digital Programs staff will not include full text of faculty work unless permission has been received from one of the authors of the work in question. Though the published version is the preferred version of the work to include in e-*Publications@Marquette*, publisher permissions more typically allow the use of the final, peer-reviewed version (post-print or author version) of the work for deposit. It is typical for a publisher to allow copyright clearance to use published materials, but not in the same formatting as in the original publication. The author version is identical to the published version in content, but without the added copy-editing, formatting, pagination, and journal specific graphics. Digital Programs staff provide a citation to the original place of publication as well as any disclaimers or notices as requested by the publisher. Where available, a Digital Object Identifier (DOI) will be included with the record. Copyright clearance is sought for the sole purpose of inclusion in *e-Publications@Marquette*. No rights of ownership are negotiated, nor may they be transferred to users.

Preservation

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One of the missions of the University Archives is to preserve materials received in any format to the best of its ability, so they will be accessible and usable in the future. • Physical materials are usually stored in secure facilities, in acid-free enclosures. Temperature and humidity are controlled and checked regularly to ensure viable storage for long term preservation • Preservation measures for audio-visual, digital, and other materials may include reformatting and migrating material that is degrading, on obsolete media, or in an obsolete or inaccessible format.	*e-Publications@Marquette* has been active on Marquette University campus for over ten years and expects to offer access to the items within for multiple decades to come. *E-Publications@Marquette* coordinates with the University Archives in determining which files should be deposited for digital preservation based upon their enduring value. Collection metadata is backed up on a quarterly basis by bepress, developers of Digital Commons.

Accessibility

Marquette University Archives	e-Publications@Marquette
By request any material will be considered for ADA formatting. Users who are seeking alternate formats for University Archives materials may contact University Archives staff to make a request. Due to staffing and technological limitations, not every request can be fulfilled.	In accordance with the university's Accessible Technology Policy (https://www.marquette.edu/accessible-technology/accessible-technology-policy.php), as of September 2018 all scholarly literature deposits into *e-Publications@Marquette* will be formatted for ADA accessibility following the W3C WCAG guidelines. By request any material will be considered for ADA formatting. Users can contact Digital Programs staff (muepublications@marquette.edu) to make a request. Due to staffing and technological limitations, not every request can be fulfilled.

Withdrawal

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Withdrawal of material from the University Archives will be considered at the request of the records creator, on a case by case basis. To request that content be withdrawn, please contact the University Archives staff via our request page: https://www.marquette.edu/library/archives/askarch.php Or contact the Head of Special Collections and University Archives directly at amy.cary@marquette.edu	Items included in *e-Publications@Marquette* may be removed at the request of the author. Items with multiple authors will be handled on a case by case basis. Items included in *e-Publications@Marquette* may also be removed at the request of a publisher, if the publisher can provide documentation that the publisher is the copyright owner for the item and that the posting of the version of the item within *e-Publications@Marquette* is in violation of copyright law.