

HPU Institutional Repository Collection Development Policy

Purpose and Scope

The HPU Institutional Repository (IR) is a digital platform that advances knowledge, showcases achievements, and preserves the intellectual and creative contributions of the HPU community. Serving as a digital archive, the IR provides long-term access to HPU records and publications of lasting value while globally disseminating scholarly and creative works by faculty, students, and affiliates. This Collection Development Policy guides content selection to meet the evolving needs of HPU's academic and research communities. By offering open access, the IR enhances scholarship, innovation, and global collaboration.

Contributors may include:

- Faculty and adjunct faculty
- Graduate students
- Staff
- Alumni and emeritus professors
- Contributors to HPU academic journals and conferences
- Undergraduate students with a faculty sponsor

What Can Be Submitted?

Eligible content includes:

- Research: Published articles, working papers, technical reports, and white papers
- Electronic theses, dissertations, and capstone projects that have been approved by faculty for completion of a master's or doctoral degree
- Conference Contributions: Papers, posters, and presentations
- Creative Works: Visual art, performances, and multimedia projects
- Datasets: Raw or processed research data with clear documentation
- Podcasts: Academic discussions or creative works

Ineligible content includes personal files, confidential data, private correspondence, or materials that violate university policies. IR managers reserve the right to make curatorial judgments regarding acceptance of specific works for the institutional repository. Most student research submitted to the IR requires sponsorship by a current faculty member to verify academic rigor and institutional alignment.

Rights and Permissions

By depositing work in the IR, contributors grant HPU non-exclusive rights to:

- Preserve and openly disseminate the content, and
- Migrate content to new formats for long-term preservation and accessibility.

Authors retain full copyright of their work. To submit content, contributors must either:

1. Hold the copyright, or
2. Obtain express written permission from the copyright holder and provide documentation during submission.

For unpublished materials, contributors are encouraged to apply a Creative Commons license to specify reuse permissions. Library staff are available to answer certain questions regarding rights management and publisher agreements and can provide resources in this area, but the University cannot provide legal advice.

Submission of Theses and Dissertations

Students are encouraged, but not required, to deposit their theses and dissertations in the IR. Doing so increases visibility and supports institutional scholarship.

Theses and dissertations submitted to the IR will include metadata, such as keywords and abstracts, to enhance discoverability.

What Happens After Submission?

Content deposited in the IR will be made publicly accessible whenever possible, discoverable via the library website, search engines, and direct links.

- **Open Access Submissions:** Available to anyone for viewing and downloading
- **Restricted Access Submissions:** Accessible to HPU personnel online and onsite for external patrons

For works under embargo or restricted access, the IR will provide metadata and a link to the responsible distributor.

Technical Specifications

We recommend using file formats that support the long-term preservation of digital content. Open file formats are preferred over proprietary ones, as they are more likely to remain accessible over time (e.g., PDF rather than DOCX). The most sustainable formats have open specifications, high quality, and broad adoption within the academic and archival communities.

Managing Content

Requests for content removal, updates, or revisions must be submitted in writing to the IR staff, including relevant details. These requests will be reviewed within 14 business days. Content may be removed under specific conditions, such as copyright disputes or errors.

Submissions Process

Details about the submission process, including metadata requirements, file formats, and instructions, will be provided on the IR website.