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## Concordia Seminary IR Public Policies

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## Concordia Seminary Institutional Repository Public Policies

Scholar.csl.edu has been established as a permanent digital library, also known as an institutional repository (hereafter, IR). The aim of our IR is to promote the intellectual and theological legacy of the seminary, to ease discovery and access of digital content for students, scholars, pastors, missionaries, leaders, and laity around the world, and also to reinforce our reputation via Google and Discovery system results.

Whenever possible, Concordia Seminary prefers open access but will comply with all issues of copyright. Issues of copyright or request for item removal or metadata editing shall be directed to the Coordinator of Digital Services, Wayne Seitz ([seitzw@csl.edu](mailto:seitzw@csl.edu)).

The library staff will be the curators of content in the IR. In hosting material in the IR, Concordia Seminary is in not necessarily agreeing or disagreeing with the content but simply making it available. Since the founding of the Seminary, the seminary library has asserted its duty to acquire and keep in its collection a representative selection of materials on all subjects of interest to the Lutheran theological community, including materials on all aspects of controversial questions. The IR is a tool of the library, and it will participate in this same legacy which the library established. Inasmuch as Concordia Seminary is a private institution, governed by its Board of Regents, it is not subject to criticism of library-owned or IR-hosted materials or attempts at censorship which originate outside its corporate structure.

Once deposited, an item will not be withdrawn from the IR, although under some circumstances, it will be suppressed from view. Authors or affected parties may request that works be suppressed for reasons of factual inaccuracy, plagiarism, or potential copyright infringement. Requests must state the reason for the withdrawal request and, in the case of potential copyright infringement, must include the following:

- Clear identification of the copyrighted work(s) claimed to have been infringed;
- Clear identification of the material in the IR that is claimed to be infringing, including the URL(s);
- Reasonably sufficient contact information to allow Concordia Seminary to contact the complaining party (a mailing address, telephone number, and, if available, an active email address);
- A statement that the complaining party has a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law;
- A statement that the information in the notification is accurate, and if applicable, that the complaining party is authorized to act on behalf of the owner of an exclusive right that is allegedly infringed;
- A physical or electronic signature of the owner, or authorized agent of the owner, of an exclusive right that has allegedly been infringed;

The library staff will respond to all questions or requests for withdrawal within a reasonable amount of time, preferably within three business days. No materials will be suppressed without an attempt to reach the author. Whenever possible, an embargo of a stated amount of time will be preferred over full

withdrawal. If the library is not able to determine the use of the work in question is lawful, access to the work through scholar.csl.edu will be withdrawn. If a work is withdrawn, a citation including original metadata will always remain, but the work will be noted as withdrawn. Sample statements might include “suppressed at request of author” or “suppressed by legal order”.

If authors who have submitted work to the IR leave the seminary, their work will be retained in the archive. However, only active faculty of Concordia Seminary will have user accounts and receive monthly emails concerning the use of their items in the IR. The repository is intended to be a permanent scholarly record. Authors may request that updated documents be posted. Posting updated versions along with the original material is the preferred way to show the progress of research.

Concordia Seminary encourages personal use of the material in the IR but requests that no items be re-posted to a public website without written permission. Sharing on social media is encouraged so long as it is a sharing of the IR link rather than the raw digital item itself. When possible, credit should be given to Concordia Seminary when sharing a resource publicly.