Introduction
Digital Scholarship @ Tennessee State University is an institutional research repository maintained by the TSU Libraries designed to organize, make accessible and preserve the scholarly work of our faculty, students, and staff at http://digitalscholarship.tnstate.edu/. The policies and guidelines outlined in this document covers the content of the Digital Scholarship @ Tennessee State University, including participants, types of content, submission criteria, author rights, users’ rights, removing or updating content, and preservation and perpetual access.

Participants
Tennessee State University faculty, students, staff, or any department, research unit, center or institute is eligible to join.

Types of Content
- Articles, including those previously published, pre- and post prints with copyright and/or license permissions
- Journals produced by the members of the Tennessee State University
- Theses and Dissertations
- Books or book chapters, pre and post prints with copyright and/or license permissions
- Technical reports, working papers, conference papers
- Lectures and seminar series
- Honors projects, student research
- Institutional newsletters, reports, and related materials
- Data sets
- Creative works
- Others

Submission Criteria
- The work submitted must be original and produced or sponsored by Tennessee State University faculty, researchers, students, staff or unit of the institution
- Work must be scholarly, creative, research oriented and carries importance for the institution
- Authors must own copyright to all content and/or have permission to house the material in the Digital Commons
- All material must be in digital format
- Content submitted by faculty and staff must be approved by the departmental editorial board or the department head. Approvals must be sent to the Dean of the Libraries and Media Centers in print or digital format
- Content submitted by students must accompany an approval letter written by the advisor or instructor
Authors Rights
Materials in the Digital Scholarship @ Tennessee State University are protected by copyright, however, authors retain copyright for all materials posted in the repository. It should be understood that when works are submitted to Digital Scholarship @ Tennessee State University authors agree to:

- Grant the Library license to upload, disseminate, and preserve their work
- Provide proof that they are the copyright holders to their work

It is extremely important and mandatory that before posting pre-published content to the Digital Scholarship @ Tennessee State University, authors must make sure that they have the proper permission from the publishers, and/or review their agreements with the publishers via Sherpa Romeo at [http://www.sherpa.ac.uk/romeo/](http://www.sherpa.ac.uk/romeo/). For additional information please get in touch with the Coordinator of Digital Scholarship @ Tennessee State University, Mrs. Xuemei Ge at xge@tnstate.edu or Dr. Murle Kenerson, Interim Dean of Libraries and Media Centers, at mkenerson@tnstate.edu.

Users’ Rights
Individuals may download, and print Digital Scholarship @ Tennessee State University materials for educational and research purposes, but must respect the intellectual property rights of the authors by giving them recognition.

Removing or Updating Content
Digital Scholarship @ Tennessee State University is a scholarly permanent repository of research. Removal of the materials may happen if

- Authors request the removal based on factual inaccuracies, potential copyright problems or plagiarism
- Authors request that an updated or revised version posted

In these cases materials will be removed after informing the authors about the pending action. It should be kept in mind that when the work is removed from the repository a citation with the original metadata remains.

Preservation and Perpetual Access
Materials housed in the Digital Scholarship @ Tennessee State University will be preserved and perpetual access provided.

Is your work eligible to be included in Digital Scholarship @ Tennessee State University?
Answer is “YES” if

- you own the copyright to all content of your work
- you received permission from the publisher to publish in the repository
- you received approval for your materials from departmental editorial boards or the department head
- Grant the Library license to upload, disseminate, and preserve their work