

MINDS@UW (Multidisciplinary Institutional Network for Data and Scholarship) exists to provide long-term preservation and access to the digital materials created at the University of Wisconsin. This document goes over the policies for depositing materials into MINDS@UW.

1. Content Policy

a. Guidelines

- i. **Who Can Deposit:** Any person associated with a University of Wisconsin System can use MINDS@UW as a repository for their digital scholarly outputs. Content created cooperatively with co-authors who are not affiliated with the University of Wisconsin is also accepted, as long as one of the authors is affiliated with the University of Wisconsin and the submitter has the rights to deposit the content and sufficient rights to allow us to make it openly available.
- ii. **Content Types:** MINDS@UW exists to gather, distribute, and preserve the open access digital scholarly outputs from the University of Wisconsin. Content may include research papers, reports, pre- and post-print articles, datasets and other primary research materials, theses, honors student projects, conference papers and presentations, and other born-digital or digitized research. Content must be in its final format and must be able to be made open access and may not contain any sensitive, restricted, or personally identifiable information. The MINDS@UW staff reserve the right to reject content.
 1. Content types that are not acceptable for MINDS@UW include, but are not limited to; archives content such as newspaper articles, business records, and personal documents.
- iii. **File Formats:** MUST conform to best practices for file formats. See Data Types and File Formats for MINDS@UW: [Best Practices](#).
- iv. **File Size:** MINDS@UW accepts individual file sizes of up to 2GB in size. If you anticipate depositing a number of larger files, you must discuss this with the MINDS@UW manager prior to deposit.
 1. If you would like to deposit data, please contact us with the following information to make sure that we can accommodate your data.
 - a. How much total data do you estimate you would like to deposit?
 - b. What file types would you like to deposit?
 - c. What is the biggest individual file size you need to deposit?

2. Open access policy

- a. We only take public, open-access information. Items deposited in MINDS@UW are made publicly available for immediate download. Providing open access to the content in MINDS@UW is part of the repository's mission, and aligns with the [Wisconsin Idea](#), in its ability to bring the knowledge created at the University of Wisconsin beyond the classrooms and labs where it is created.

- b. Deposited items may not contain any sensitive, restricted, or personally identifiable information. More information about how you should classify your data can be found in the [UW System Administrative Policy 1031: Information Security: Data Classification and Protection](#).
- c. It is the responsibility of the persons depositing to ensure there is not PII, etc. If we discover any content has PII etc, we will remove the content.

3. Withdrawal Policy

- a. MINDS@UW's primary goal is to preserve its contents indefinitely, so under most circumstances content may not be withdrawn. We will provide exports of data, however we will not remove content except in extreme circumstances.
- b. MINDS@UW is not meant for ephemeral content, or content that is in progress. All deposits should be in their final form. If mistakes or problems arise contact the [MINDS@UW manager](#).

4. Preservation Policy

- a. MINDS@UW is committed to providing curation and long-term preservation to the items ingested into the collections it houses. Following best practices for curation and preservation, the UW-Madison Libraries and MINDS@UW staff use digital curation and digital preservation strategies that adapt to changes in standards, expectations, and technologies.
- b. We are able to preserve content in the forms it is submitted to MINDS@UW as it is submitted, but we currently do not offer migration or normalization services for files submitted to MINDS@UW. For more information on selecting files that are suitable for preservation, refer to the table of recommended file formats.

5. Deposit Licenses

- a. **MINDS@UW license:** During the deposit process, users will encounter a click-through license and you must meet the conditions of the license in order to be able to deposit. This [license](#) is *non-exclusive* and grants MINDS@UW permissions to preserve and display your content but MINDS@UW does not retain rights to the content beyond what is permitted by the license.
- b. **Creative Commons and other licenses:** Licenses define how others may interact with, reuse, modify, or redistribute your work. During deposit, users can select an appropriate license for their content at the collection or file level. To apply a license or other permission information to an entire collection, speak with the MINDS@UW manager or the collection administrator. To apply a license at the item level, include the license information in the item description or upload a file with the license information. Creative works can use [Creative Commons](#) licenses, data uses Creative Commons or [Open Data Commons](#) licenses, and software and code have multiple types of licenses available.
 - i. **Creative Works:**
 1. Creative Commons licenses allow the creator/author to give blanket permissions to end-users for certain uses of their creative

works under certain conditions, without relinquishing their rights over the same work. These licenses are excellent for teachers and scholars, who can allow others to reuse their work in limited and explicit ways without having to seek copyright permissions every time.

2. Creative Commons licenses are a stacking license, with CC0 being the most permissive (retaining no rights) to CC-BY-NC-ND being the most restrictive.
 - a. The Creative Commons 0 license (CC0) is commonly used among scientists, artists, and educators who wish to waive copyright and database protection from their works, therefore dedicating their works to the public domain for others to reuse.
 - b. You may only apply CC licenses to your own work.

ii. **Data:**

1. Creative Commons 0 (CC0) and [Public Domain Mark](#) (PDM) can be used for scientific or factual data to remove any legal doubts about whether researchers can reuse the data.
 - a. For data that may have copyrightable aspects or be considered creative works, such as databases, there are varying levels of Creative Commons licenses that could be applied, see above.
 - b. PDM can be used to flag factual data in a database to make it clear that the data is free to use.
2. Open Data Commons licenses have been developed to govern the use of datasets and establish community norms around data sharing and reuse. Two of these licenses are the Public Domain Dedication and License (PDDL) and the Attribution License (ODC-By).
 - a. Unlike the Creative Commons Attribution License (CC BY), the ODC-By license only applies to works not protected by copyright like factual data.
 - b. For more information, see the [Introduction to intellectual property rights in data management](#) resource from Cornell University.

- iii. **Software or code:** There are multiple choices. Creators will want to select a license whose permissions they are comfortable with from licenses such as the [GNU licenses](#), MIT license, or Apache licenses. Ensure you're following [university guidelines](#) regarding distribution of code and research discovery.

6. Related UW Policies

- a. Regent Policy: Acceptable Use of Information Technology Resources

- b. UW System Administration Policy 1031: Information Security: Data Classification and Protection
 - i. [A. Data Classification](#)
 - ii. [B. Data Protections](#)
- c. Consult your campus' policies regarding IP or research.
 - i. [UW-Madison Intellectual Property and Disclosure](#)
 - ii. University of Wisconsin system [Patents and Inventions Policy](#)