

DigitalCommons@Fairfield

Student Work-*Policy Statement*

DigitalCommons@Fairfield is an open-access repository maintained by the DiMenna-Nyselius Library at Fairfield University offering global access to the collected scholarship and creative works of Fairfield University faculty, students, and staff. *For more information, visit our webpage at <https://digitalcommons.fairfield.edu/> or email digitalcommons@fairfield.edu.*

Student work nominated by faculty may be included in Fairfield's Digital Commons. These may include honors final projects, student works presented at professional conferences that have been overseen by faculty, works published in peer-reviewed student journals and outstanding creative works as determined by faculty in a sponsoring department.

Submission requirements:

- All content must be vetted by faculty either in a departmental program or through participation in a scholarly activity. The library does not evaluate or assess the quality of the content.
- Nomination for inclusion of student work is submitted [here](#).
- All student works must include the title, author, associated faculty member name, date, and an abstract.

Before their work can be accepted into the Digital Commons, students must be able to confirm that they have read and can agree to the following statements regarding the use of copyrighted material:

- 1) When using any research or creative material not original to me in amounts greater than what copyright law (fair use) would allow, I have submitted a copy of the copyright holder's permission to republish it.
- 2) When quoting from books, articles, web sites, or other publications, I have given a complete citation that will allow the reader to locate my original source.
- 3) When including reproductions of tables, data, sources of statistics, diagrams, etc., I have given a complete citation that will allow the reader to locate my source.
- 4) If I have interviewed individuals, I have obtained their permission to quote them and have submitted a copy of their written permission to use it.
- 5) If my research includes human subjects, I have submitted a copy of the signed release from Fairfield's Institutional Review Board.
- 6) If I have included information from a web site, I have footnoted it, and if the use is substantial, have submitted a copy of the copyright holder's permission to use it.
- 7) If my project includes media (audio, sound recordings, software, video, etc.) which were created by me, I have so stated; any media that is not original to me, I have footnoted it, and if the use is substantial (anything more than a tiny segment), have submitted a copy of the copyright holder's permission to use it (which could include the performer, the composer, and/or the publisher).
- 8) If my project includes images which were created by me, I have so stated; if the images are not original by me, I have either submitted a copy of the copyright holder's permission to use it, or I did not actually include the image itself but only a reference to the image, such as a URL.

Student Work-**Submission Agreement**

- 1) I agree that the submission is my original work.
- 2) I agree that I am the copyright holder to the **entirety** of this work and attest the submission does not, to the best of my knowledge and unless otherwise stated, infringe upon anyone's copyright.
- 3) I understand that I will retain copyright for the submission but grant permission for this work to be posted in Fairfield University's institutional repository with a Creative Commons-Attribution-Non-Commercial-No Derivatives (CC-BY-NC-ND) license. *This license allows others to download your work and share it with others as long as they credit you, but they can't change it in any way or use it commercially.*
- 4) I understand that submission to the repository can be interpreted by publishers as being "previously published". *Consider this point seriously if you are contemplating publication of this work elsewhere.*
- 5) I understand the goal of Fairfield's institutional repository is to provide open access to quality research. Access to materials will not be restricted, embargoed, or withdrawn unless:
 - a. demanded by a publisher,
 - b. required to protect the future publication or patent registration of content,
 - c. legal concerns, such as copyright, libelous content, or privacy issues arise.
- 6) I have read, understand, and agree to abide by the DigitalCommons@Fairfield *Student Work Policy Statement.*

By signing my name below I agree to the terms stated above and in the *Student Work Policy Statement.*

Title of work (please print): _____

Author of work (please print): _____

Date of work (please print): _____

Faculty Member/Advisor name (please print): _____

Author signature: _____

Faculty member signature*: _____

** By signing, the faculty member agrees to have his/her name included in the metadata and attests that this student's work represents quality student work.*