



## **DALSPACE CONTENT GUIDELINES**

1. The work must be produced, submitted or sponsored by the Dalhousie University community and its affiliates.
2. The work must be academic or administrative in scope.
3. The work should be complete and ready for posting at the time of submission.
4. Once deposited, changes to a submission are not permitted.
5. The work must be contributed in digital form. DalSpace recommends that communities adhere to the current best practices and digital standards.
6. The contributor must hold the rights to the work and/or be in a position to permit the work to be viewed via DalSpace. Intellectual property rights permissions will be part of the submission process.
7. Validity and authenticity of the material is solely the responsibility of the contributor.
8. DalSpace is structured as a series of administrative units called Communities. Each Community has a defined Coordinator, has long-term stability, and can assume responsibility for setting Community practices regarding content submission. Each Community will assign a Coordinator who will handle submissions and who can work as a liaison with DalSpace staff.
9. The Library reserves the right to make the final decision with regard to admissible content.
10. The Library reserves the right to limit the size and number of submissions.
11. The Library reserves the right to redistribute and amend metadata for items in DalSpace.

*Approved May 22, 2007*