

# Fisher Digital Publications

## Submission, Withdrawal, and Update Policies

This document outlines the policies established for current and future collections residing in [Fisher Digital Publications](#).

### Submission:

Fisher Digital Publications (FDP) is a dynamic institutional repository, based on the principle of open access, that enables us to collect, distribute to the broader community, and preserve the scholarly output of the faculty, students, staff, and their collaborators at St. John Fisher College. Members of the Fisher community interested in submitting materials should contact the Fisher Digital Publications Coordinator ([fisherpub@sjfc.edu](mailto:fisherpub@sjfc.edu)). Appropriate content may be added in accordance with the guidelines below:

- The work was produced and submitted by a current faculty or staff member, student, organization, or department at the College
  - Contributors may include non-affiliated scholars (i.e. faculty emeriti or those with honorary appointments)
- The work is creative, scholarly in nature, research oriented, or of institutional significance
- The work was produced during the author's employment at the College
- The author(s) own the copyright to the work, or permission to post the work is granted by the copyright owner(s)
- All co-authors have provided permission for work to be available on FDP

### Potential Content:

Examples of possible content include:

- Published articles
- Conference papers, posters, or presentations
- Technical reports
- Book reviews
- Data sets

- Faculty-student collaborative projects
- Student papers or projects sponsored by a faculty member
- Archival material related to the history of the College

## **Withdrawal:**

Fisher Digital Publications is established as a permanent repository. Once an item is included in FDP, it will not be removed, but items may be removed from public view at the request of the author(s) or related third parties.

On rare occasions when a work is called into question for copyright infringement or retracted from official publication, Lavery Library will respond to all questions or requests for withdrawal within a reasonable amount of time, preferably within three business days. If Lavery Library is not able to determine the use of the work in question is lawful, access to the work through Fisher Digital Publications will be removed. No materials will be removed without an attempt to reach the author(s).

If a work is removed, citation information will remain, but the work is noted as withdrawn and removed from public view. Sample statements might include “removed at the request of the author” or “removed by legal order.”

Requests for removal must be sent to the [Fisher Digital Publications Coordinator](#).

## **Updating Work:**

Fisher Digital Publications is intended to be a permanent scholarly record. Authors may request that updated documents be posted. Displaying updated versions of work along with the original material is the preferred way to show the progress of the work; however, we will abide by the wishes of the author.

If authors who have submitted work to FDP leave the College, their work will be retained. If at any point the author(s) would like to update their contact information, they may contact the FDP Coordinator.