**General Description of SA@OSU**

ScholarsArchive@OSU (SA@OSU) is Oregon State University's institutional repository, a digital service for gathering, storing, indexing and making available the scholarly work of the Oregon State University community. The repository is largely composed of faculty publications, project reports, data reports and graduate student theses and dissertations, but a growing number of small datasets have also been deposited. SA@OSU is provided, operated and managed by the OSU Libraries. Staff from the Center for Digital Scholarship and Services support SA@OSU, and include a Digital Scholarship Librarian, a Metadata Librarian, a Data Management Specialist, and a Digital Applications Librarian. We provide expertise in copyright and fair use, and in data and metadata organization. We will review and augment your deposited materials as appropriate. There are no fees associated with depositing materials to SA@OSU. SA@OSU operates on the DSpace platform (<http://www.dspace.org/>).

**Data/metadata characteristics and standards**

SA@OSU can accept files of any format, but file size is limited to 2 GB per file. Accepted items will be preserved in their original format in perpetuity. As necessary, files will be converted into standard formats supported by SA@OSU. OSU Libraries is committed to supporting the following formats: Adobe PDF (.pdf), XML (.xml), Text (.txt), HTML (.htm, .html), MS Word (.doc, .docx), MS Powerpoint (.ppt, .pptx), MS Excel (.xls, .xslx), JPEG (.jpg, .jpeg), GIF (.gif), and TIFF (.tif). SA@OSU uses the Dublin Core (<http://dublincore.org/>) metadata standard. All datasets are assigned a unique identifier (DOI).

**Access and sharing (privacy, confidentiality, security, intellectual property, or other rights or requirements)**

Materials deposited to SA@OSU will be made available via persistent URLs (URI and DOI) configured for discovery by all major web crawlers. The data owner will determine the appropriate embargo period (if applicable) and copyright and licensing provisions. ScholarsArchive@OSU will support and implement these provisions. SA@OSU is an open access repository, which means that submitted materials are available for browsing and download by anyone from anywhere with an Internet connection. There’s no need to register or login to view or download items. Deposited materials are full-text searchable, making them discoverable through Google, Google Scholar, other large search engines and library search tools. Research data containing confidential and/or personally identifiable information will need to be anonymized or de-identified prior to deposit.

**Provisions for re-use, re-distribution, and the production of derivatives**

The data owner will specify conditions for data use and attribution in the specific Creative Commons license they select at the time of deposit (<http://creativecommons.org/>). Access to data and other materials can be restricted at the request of the data owner at the time of deposit. These policies will be implemented and codified at the time the materials are deposited in the repository. Most datasets are assigned a Creative Commons CC-0 license, which imposes no restrictions on reuse, redistribution or the production of derivatives.

**Preservation**

Datasets, metadata and associated publications that are deposited and preserved in SA@OSU can be retained in perpetuity, or for a period to be determined by the data owner. SA@OSU is supported by 13 Linux servers, which function as virtual clusters to avoid data loss due to hardware failure. Data are replicated every four hours at two on-campus locations, and are backed up quarterly at one offsite location (Iron Mountain, Portland facility). Local files are examined for bit flips, bit rot and other digital errors every 30 days.