



Retention and Withdrawal of Works

Retention of Works: The repository is a permanent record of works created at Holy Cross. Once a work is deposited a citation to the work will always remain. The College may, without changing the content, convert the digital copy to any medium or format necessary for the purpose of long-term preservation.

Updated versions of content may be posted, and can be linked to the first posted version. Earlier versions may be removed, but we encourage authors to maintain these versions in the repository as a record of the development of posted contents.

If contributors leave Holy Cross, their work will remain in the repository. At their request, new contact information can be added to their files.

Withdrawal and removal of works: Removing content is highly discouraged. However, authors may request that the [CrossWorks Coordinator](#) remove specific works. Reasons for removal may include copyright infringement, plagiarism, or falsification of data.

The *CrossWorks* Coordinator is responsible for approving and documenting all such withdrawals, in consultation with the author.