

Submission Policy

CrossWorks is a dynamic institutional repository system based on the principle of Open Access. It enables the College to collect, preserve, and provide broad access to the works of the faculty, students, and staff at the College of the Holy Cross. Members of the Holy Cross community interested in submitting materials should consult with the [CrossWorks Coordinator](#). Appropriate content may be added following the guidelines below:

- The work must be original, produced or sponsored by a member of the Holy Cross community.
- The work must be creative, scholarly in nature, research oriented, or of institutional significance.
- The author must own the copyright to all content and additional components within the work, or have received and shown permission to have the material available on *CrossWorks*.
- The author or representative of the organization or department must sign a permission form prior to material being uploaded to the repository, granting the College the right to distribute and preserve the material via *CrossWorks*.
- Contributors may include non-affiliated scholars if they are co-authoring with Holy Cross authors or are affiliated closely with the College, e.g., are emeritus professors, or hold honorary degrees.
- Some material may be available only to the Holy Cross community.
- There is no formal limit to amount of material.
- Most file formats are acceptable.

- Examples of possible content are:
 - Working papers, conference materials, and technical reports
 - Published articles when copyright and/or license allow
 - Honors projects
 - Faculty-student collaborative projects
 - Journals published by the Holy Cross community
 - Faculty course-related output primarily of scholarly interest
 - Organizational annual reports and newsletters
 - Strategic college documents
 - Data sets, image galleries, multi-media project

*The content of this policy is largely based on the submission policies produced by Linfield College and Macalaster College and is used with their permission.

This document was prepared by the *CrossWorks* Team and approved on July 26, 2012.

Approved by Library Director's Council on September 7, 2012.

Approved by General Counsel on _____

The *CrossWorks* Team reserves the right to change these policies.

Revised June 8, 2016

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