IDEALS – Illinois Digital Environment for Access to Learning and Scholarship – is a collection and set of services that functions as the institutional repository for the University of Illinois at Urbana – Champaign. The creation of this service recognizes that the intellectual output of our faculty and students is increasingly being created digitally, and it is critical to ensure that these contributions to the advancement of knowledge are preserved such that they can be easily and reliably discovered and used, and so that our faculty, students and institution can be recognized for their work now and in the future.

IDEALS centralizes, preserves and provides persistent and reliable access to the research output of academic staff and students at the Urbana campus. In common with all institutional repositories, it holds accessible digital content, is community-driven and focused, is supported by the institution, and is both durable and permanent. The UIUC repository serves to complement traditional publishing outlets such as refereed articles and conference papers, as well as the opportunity to capture emerging research.

This collection policy document defines and describes the purpose and content of the institutional repository collections and provides a general framework against which current and future collection decisions can be made. It is intended to be a dynamic and flexible document, responsive to changes in the academic environment and attentive to the work of other campus units and programs such as the University Archives and Illinois Compass. As such, the policy approaches the development of the IDEALS collection in phases [see Appendix 1], expecting to stage the growth of the collection in a scalable manner, but remaining open to opportunities to add content as they present themselves.
Content

The collection will focus on electronic research output by academic staff, students and (where appropriate) general staff of the Urbana campus. Contributors may be affiliated closely with Illinois, e.g., are emeritus professors, Survey personnel, or hold honorary appointments, and may include non-affiliated scholars if they are co-authoring with Illinois authors.

Formats

IDEALS provides ongoing support for as many digital formats as possible with the institutional resources that are available. Works deposited in the institutional repository will be preserved using best practices for data management and digital preservation. The proprietary nature of some formats, however, may make it impossible to guarantee persistent access to all deposited works as digital technologies change.

Global Management and Access

A primary goal of IDEALS is to make works in the collection easily and reliably discoverable and usable. A baseline set of required information will be defined for works to be deposited in the institutional repository. The required metadata elements facilitate searching for archived works and provide the information needed to support ongoing access rights management and preservation activities.

Copyright, Intellectual Property, and Digital Rights Management

The institutional repository relies on the directives regarding copyright found in Section 19 of the General Rules Concerning University Organization and Procedures, Campus administrative Manual. The management of intellectual property permissions and access associated with works in the repository will be developed in tandem with University policy and legal requirements.

Quality Control

Although IDEALS will not engage in the refereeing of works before their acceptance into the repository, a substantial component of the repository content will be sponsored by academic faculties and departments of Illinois. If there is a
question about the suitability or authoritativeness of a work, the item may be vetted with the academic department most closely associated with the author or the content.

Appendix I. Proposed Phases for Adding Items to the Repository

The institutional repository is prepared to be flexible in accepting a variety of items into the collection. Nevertheless, it is useful to consider the following phases of growth in the early stages of the project:

Phase 1 may typically include the following:

- Pre-prints
- Working papers
- Published articles (post-prints)
- Master’s theses
- Dissertations
- Best paper awards from students
- Inaugural lectures

Phase 2 may typically include adding the following to the repository:

- Faculty course-related output and works primarily of scholarly interest
- Learning objects that represent substantive scholarly work
- Data sets
- Audio and visual materials
- Any other form of research output that can be technically loaded to the repository. This would exclude software programs, for example.

As Illinois Compass and Departmental Web servers used for instruction have their own approach to backup and archiving class Web sites for the instructor's convenience, course materials contributed to the IR should normally satisfy at least one of the following criteria:

(a) a testament of an (at the time of contribution) novel pedagogic approach;
(b) learning objects intended for sharing with other instructors;
(c) a part of a corpus of scholar's work, showing how the scholar's research manifest itself in teaching;
(d) a part of a cross curriculum or community based project that may include student works with their permission.