

DigitalCommons@ILR
Collection Development Policy
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Martin P. Catherwood Library
ILR School
Cornell University

Policy Statement

DigitalCommons@ILR offers electronic access to unique material that encompasses every aspect of the workplace. The Martin P. Catherwood Library provides this service as part of its ongoing mission to serve as a comprehensive information center in support of the research, instruction, and service commitments of the School of Industrial and Labor Relations and the Cornell community.

Goals

The primary mission of the Martin P. Catherwood Library is to serve the needs of the faculty, both resident and extension, and students of the New York State School of Industrial and Labor Relations. One of our primary areas of support is to graduate students working toward advanced degrees (MS, MILR, MPS and PhD) from one of the six departments within the school: Collective Bargaining, Labor Law and Labor History; International and Comparative Labor Relations; Labor Economics; Organizational Behavior; Human Resource Studies and Economic and Social Statistics. In addition the Catherwood Library serves as a resource for a diverse clientele including labor union leaders, human resource managers, legislators, faculty members from other universities and practitioners.

The existing collection emphasizes all aspects of industrial relations. Particular strengths include collective bargaining, labor law (primarily U.S.), labor union history and human resource management. Also very strong, from an international perspective, are industrial relations material from Canada, Britain and Australia. This is especially true for British labor history.

The information needs of Catherwood Library's patrons are constantly changing. In order to meet that evolving demand, the library now provides a unique digital information product: DigitalCommons@ILR. The primary goal of DigitalCommons@ILR is to complement and enhance the library's existing collection by integrating digital collections and services with traditional information formats. Access to digital materials enables remote access to critical materials in a timely manner, exposes our digital collections to users conducting searches, and facilitates access to digital information and Catherwood's extensive resources. DigitalCommons@ILR also creates partnerships with the faculty by improving access to their scholarly output, which will foster learning and research through enhanced intellectual discourse and exploration. Born-digital material and grey literature are included in the collection development planning to ensure these critical resources are also readily available. Taken together, these goals support electronic publishing, scholarly communication, and creative expression; effectively market the library's products and services, and expand outreach to varied and underrepresented constituencies.

Related Documents

School of Industrial and Labor Relations Mission Statement
Catherwood Library Collection Development Policy
DigitalCommons@ILR - Digital Repository Submission Agreement
Cornell University Library Goals and Objectives 2002-2007
Cornell University Library Digital Preservation Policy Framework

Definitions

Born Digital - Digital materials which are not intended to have an analog equivalent, either as the originating source or as a result of conversion to analog form.

Grey Literature - Material which might not be formally published or readily available through commercial channels, including: institutional reports, scientific and technical reports, patent documents, conference papers and theses.

Digital Asset - An electronic resource such as a scanned picture, a video or audio clip, web page, or pdf document.

Collection Priorities

The objective is to identify, through a selection process, digital assets to include in DigitalCommons@ILR.

- *Priority 1: ILR faculty (resident and extension) material.* Of this material, priority is given to (in descending order):
 1. Grey literature. Particular importance is assigned material that is born digital and does not exist in paper form.
 2. Material that was published by the ILR School and for which the faculty, School, or University holds copyright.
 3. Published material that is of critical importance to the field, for which copyright permission can be obtained or is not necessary.
 4. Material that has been produced in the last five years, for which copyright permission can be obtained.

- *Priority 2: Scholarly material published or produced by the School.* This includes workshop materials, conference papers, journals, etc. Of this material, priority is given to (in descending order):
 1. Grey literature. Particular importance is assigned material that is born digital and does not exist in paper form.
 2. Material that has been produced in the last five years.
 3. Material produced by students that have been identified by faculty as meeting an appropriate scholarly standard for publication.

- *Priority 3: Non-ILR Documents.* This would include other faculty and departments within Cornell, union material, government documents, etc. Non ILR material will be subjected to a review process that ensures that it meets one or all of the following criteria:
 - contributes to the long term understanding of workplace issues,
 - serves an important reference purpose
 - serves as a key resource for analysis
 - is on a topic of timely or critical importance, i.e. something that would benefit being made widely available in a short-time frame.If the material meets these criteria questions of access, authority of author, and copyright concerns must be addressed.

Who Can Participate

DigitalCommons@ILR is organized according to “communities”, which includes academic and other units in the ILR School. Any ILR academic department, center, institute, or program is eligible to participate as a community in DigitalCommons@ILR. Other groups that do not fall under this definition will be considered on a case-by-case basis. Within each community, individual series can be created to hold digital assets. Each community must assign a coordinator who can work with the Library. The Library will work with the coordinator to determine appropriate series, and to set and administer appropriate policies.

Digital Repository Submission Agreement

All depositors will receive a Digital Repository Submission Agreement. Those depositors outside of the ILR School will be required to sign an agreement prior to assets being included in the repository.

The Library will assist with obtaining copyright permissions and uploading of digital assets. Any community choosing to upload their own content must ensure that they are not infringing upon anyone's copyright or other intellectual property rights. Documentation of copyright permission must be provided to the Library.

Contact Information

For questions regarding this Policy or DigitalCommons@ILR, please contact the Digital Projects Group at hlmdigital@cornell.edu, or

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