SPARK Policy

SPARK, Parkland’s institutional repository, administered by the Parkland College Library, is used to collect, digitize, maintain, and provide access to the scholarly, creative, and historical output of students, faculty, and administration of Parkland College. As such, SPARK provides the ways and means to preserve and present such works to the College community and the world at large.

I. Administration: The SPARK Repository is administered by the Parkland College Archivist and the Parkland College Library

II. Guidance: The SPARK Advisory group is made up of a team including, but not limited to the Library Director, the Archivist, and the Director of Professional Development and Instructional Technology, as well as faculty representatives from various academic departments. The SPARK Advisory Group serves the following purposes:
   a. Provide guidance to the direction and mission of SPARK
   b. Provides feedback and guidance on standards for submissions and editing processes
   c. Provides feedback and help implementing specific projects
   d. Advocates for the use of SPARK among faculty

III. Content: Faculty, student, and staff scholarly and creative work and institutional materials may include:
   a. Faculty approved student scholarly and creative works
   b. Published peer reviewed literature with copyright permissions.
   c. Unpublished scholarly works: conference papers, data, sabbatical reports, technical reports, etc.
   d. Creative Works: music scores, programs, composition and recordings, theatre programs, Poetry, fiction and creative non-fiction, and visual art
   e. Classroom resources: learning materials and objects, lectures, textbooks, syllabi, supplementary course materials, videos
   f. Electronic journals
   g. Conference proceedings
   h. Institutional records pertaining to the history of the College: accreditation reports, events, student newspaper, yearbooks, meeting minutes, etc.
   i. Photographs (See Student Policy and Procedures Manual for statement on photography of students)

IV. Selection Criteria: SPARK accepts all forms of digital media, but reserves the right to reformat to accommodate platform requirements. The following criteria must be met:
   a. The work should be in digital form
   b. The work should be complete and ready for distribution
   c. The author/creator/owner must have the legal right to grant Parkland the right to preserve and distribute the work via SPARK
   d. Student Work
      i. Students have participated in a Parkland program with established participation with SPARK and with faculty approval
      ii. Faculty has nominated a student work independently of an established program
      iii. Students have signed a non-exclusive license agreement or have provided consent to post the text via Parkland email.
e. Departmental programs and events may wish to establish additional criteria, but must establish committees to review materials for inclusion. Materials from the District 505 community at large may be included, but MUST have some Parkland affiliation. Significant new projects need to be approved by the SPARK Advisory Group, especially those that will require additional staff time or digitization resources.

V. Copyright and Intellectual Property: Submitters are responsible for complying with the U.S. Copyright Law and Parkland Policy 3.44 and will sign Non-Exclusive Licensing Agreements, which state that they are the copyright holders of the works or, in the event that a third party holds copyright, they have received permission from the copyright holder to publish works in SPARK. There is no transfer of copyright; owners retain copyright of the work. The Non-Exclusive License Agreement gives SPARK the right to publish works in perpetuity in whatever format is necessary to make it accessible and to keep a copy for preservation.

VI. Removing or updating a work: Authors/owners/creators may request that a work be removed from SPARK. Authors/owners/creators may also provide updated version, but updates need not replace original versions.

Non-exclusive license agreement:

I warrant that I hold the copyright to this work and grant permission for posting it in Parkland College's SPARK (institutional repository), or have the approval of the copyright holder to do so, and agree that it may be made available to the public in any format in perpetuity. I also agree that SPARK may make and keep more than one copy of the work for purposes of security, backup, preservation, and access.

I warrant that the posting of the work does not infringe any copyright, nor violate any propriety rights, nor contain any libelous matter, nor invade the privacy of any person or third party, nor otherwise violate SPARK policies.

I authorize SPARK administrators to edit the work prior to uploading, but the work will not be published by SPARK unless it is acceptable in its final form to both SPARK and myself.

If I am or previously was a Parkland College student, I waive any privacy rights granted by FERPA or any other law, policy or regulation, with respect to this work, for the purpose of publication in SPARK. I understand that the following information may be published in SPARK along with my work: my name, the date/year I created my work, the course in which I am/was enrolled, and my instructor's name.

I understand that I, or the copyright holder, retain the copyright to my work. This agreement specifies a nonexclusive right to use. This means that I am free to reuse the content elsewhere, either in the same form or in revised form.

By granting this license, I acknowledge that I have read and agree to the terms of this agreement and all SPARK policies.

[ ] I do not have an active Request to Withhold Directory Information on file with Parkland College.

Signed _____________________ Date _____________________