

FAQ

Student Work and *CommonKnowledge*

***What is *CommonKnowledge*?**

CommonKnowledge is a website that is intended to openly share the scholarly and creative work of Pacific University students, faculty and staff. By providing increased exposure and accessibility to work created by Pacific students, we hope to accomplish three things:

1. Provide students a way to contribute their knowledge to others in their discipline/area of study by making our students' work easy to discover online.
2. Allow prospective students, parents and faculty members to see the quality of work that is expected of, and created by, Pacific University students.
3. Create a persistent record of Pacific scholarship that will be maintained by the Library and will be continuously accessible/searchable through a central portal.

***Who has access to work in *CommonKnowledge*?**

CommonKnowledge is intended to be an *open access* collection of work. By *open access*, we mean that anyone with a computer and Internet connection will be able to access and download the files and documents in *CommonKnowledge*.

***Why did you decide to make *CommonKnowledge* open access?**

Pacific University is committed to supporting life-long learning and civic engagement in our students. By making student (and faculty) work openly available through *CommonKnowledge*, we are creating sources of information that are accessible to anyone, regardless of economic status, educational status, or institutional affiliation (or lack thereof). We believe that it is our responsibility to share the knowledge created at Pacific and that, in doing so, we are: (a) demonstrating to our students the sort of engagement that we promote and (b) supporting life-long learning and research for people far beyond the Pacific community.

***What is the benefit for students to place their work in *CommonKnowledge*?**

There are several valuable benefits for students:

1. It is a privilege for student work to be included in *CommonKnowledge*. A piece of work must be recommended by a faculty member for inclusion, and the student will be able to point to this as an additional achievement.
2. *CommonKnowledge* provides a persistent home for a student's best work. The student will be able to include the link to his/her work in cover letters, resumes, graduate school applications, etc.
3. The student's work will be accessible/discoverable for other students and researchers in the student's discipline. This is an opportunity for the student to contribute to the knowledgebase of the discipline and to potentially make connections with others who may contact the student to discuss his/her work.

***Why do we need to obtain students' permission to post their work in *CommonKnowledge*?**

Under U.S. copyright law, the student owns the copyright to the work that he/she creates as soon as they have created it (there is no registration requirement). Because of this, the University must receive permission from the copyright holder (the student) to disseminate the work online. As part of the permission agreement, the student also avows that *he/she* has not violated copyright law through the unlawful inclusion of others' copyrighted material in their work. This protects the University from future legal action if infringing material is discovered in a student's work.

In addition to addressing copyright law, it is also necessary to obtain student permission in order to adhere with University policy regarding student privacy. It is currently against University policy to publicly display a student's name or other identifying information without the student's express permission.

***What if a student is planning to publish material from a paper/project submitted to *CommonKnowledge*?**

In most instances, student academic work that is subsequently published has undergone extensive changes/edits between the time it was created at Pacific and the time it is accepted for publication. Most publishers will view these two iterations of the work as noncompetitive with one another and, as such, will allow the original work to be posted on an author's/institution's website.

It *is* possible that, if the original work is substantially similar to the published version, the publisher will request that a notice be placed on the original work directing readers to the final published version. This is easily accomplished in *CommonKnowledge*.

***What if, in future years, a student requests that his/her work be removed from *CommonKnowledge*?**

We will honor all requests from students to remove previously posted work from *CommonKnowledge*.

However, if a department wishes their students' work to be made available in perpetuity, the department may wish to amend the submission requirements for their students to exclude the possibility of future removal. If this is the case, please contact the Library Director and the Scholarly Communications Librarian to discuss the proper procedures.

***What types of work can be included in *CommonKnowledge*?**

Any kind of digital file may be submitted for inclusion in *CommonKnowledge*. This includes (but is not limited to) Word® or Excel® documents, PDFs, PowerPoint® presentations, audio files, video files, image files (JPEG, TIFF, GIF, etc.). If a work is hosted on an external website (e.g. a student-created website or an online publication), it is possible to link from *CommonKnowledge* to the content.

CommonKnowledge does not currently support streaming audio or video, but users are able to download files to play in their own media players.

Images may be placed in a gallery (which incorporates a slide show feature), or may be made available simply as downloadable files.

***What do faculty members need to do to have their students' work included in *CommonKnowledge*?**

First, identify which student work you would like to submit for inclusion. After that, contact your subject specialist/liaison in the Library and let him/her know what you would like to submit. The Library will provide you with permission forms that your students will need to sign and return to the Library if they agree to have their work posted. Once the student's forms and the student's work are submitted to the Library, the work will be added to *CommonKnowledge*. You and your students will receive a confirmation email, which will include links to their work in *CommonKnowledge*.

***What kind of work is eligible for inclusion in *CommonKnowledge*?**

The Library welcomes all types of student work – papers, creative writing, photographs, images of drawings/paintings/sculpture, musical compositions, films, etc. The quality of the work that is required for inclusion is *not* determined by the Library, however. This is a decision that should be made by individual departments (or possibly individual faculty members).

***Can I (a faculty member) post *my* work in *CommonKnowledge*?**

YES! We encourage you to share your scholarly and creative works with the world through *CommonKnowledge*. Whether it is an unpublished or previously published work, we would be glad to include it as an example of faculty activities at the University.

If you are interested in submitting your work to *CommonKnowledge*, or have questions about copyright or related issues, please contact your subject specialists/liaison in the Library or Isaac Gilman (.x7209). You may also submit your work directly by visiting <http://commons.pacificu.edu/communities.html>, selecting your school/department/unit and then using the "Submit Research" link on the left menu bar.