Policies, procedures, and guidelines

MVNU Mission Statement

Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christlikeness for lifelong learning and service.

Thorne Library Mission Statement

Thorne Library exists to provide access to information, ideas, and knowledge for our community, while creating an environment for lifelong learning, educating the whole person, and cultivating Christlikeness.

MVNU Institutional Resources Mission Statement

MVNU Institutional Resources (MVNU IR) exists to preserve and disseminate the scholarly and creative output of the university, while providing a venue for sharing of ideas, information and knowledge both within and outside the MVNU community.

I. Introduction

The Wesleyan Holiness Digital Library (WHDL) is a project, sponsored by the Church of the Nazarene, charged with making resources digitally available to the global church and providing basic resources for ministerial training and church leadership. From inception in 2013, WHDL has digitized books and literature in various languages and is impacting Nazarene higher education and ministerial training around the world.

A vital part of WHDL is the establishment of institutional repositories (IR) as means for Nazarene institutions of higher education to protect and disperse scholarship and creative output, preserve the institutional history, and market the institution.

The website for the MVNU Institutional Resources is mvnu.whdl.org.

Mount Vernon Nazarene University stands to benefit from the establishment and maintenance of a repository in a number of ways:

- Demonstrate the quality/relevance of the university's research
- Collect, preserve, and make faculty research and scholarship openly visible/available
- Provide publishing opportunities during promotion/extended contract and rank advancement consideration
- Promote the value of scholarly research and publication
- Support for learning and teaching
- Opportunity to highlight student scholarly endeavors
- Increase the University's visibility, status and public value
- Support long-term preservation of research
- Preserve and display institutional documents and archival materials
- Provide durable and permanent access to deposited documents for MVNU and interested patrons

II. Communities and Collections

The MVNU IR will be organized into communities with collections being housed under those communities. Communities and collections will be established by the MVNU IR committee as each entity submits materials. Communities can/do include the MVNU schools, departments, Centers, and University Archives.

III. Administering MVNU IR

The repository is administered by Thorne Library under the direction of MVNU IR committee and with the technical assistance of campus Motherboard, within the following parameters:

- MVNU IR will not provide editorial support or facilitate peer review for content.
- MVNU IR will not review the content of submissions for compliance with intellectual property, privacy or other applicable laws.
- Items for inclusion will be selected upon application and approval of MVNU IR committee or designee.

IV. Contributors

Contributions for MVNU IR will be accepted from MVNU faculty, administrators, and staff. Student works may be submitted through sponsoring faculty, administrators, and staff. Individuals submitting works to the MVNU IR are solely responsible for the content of their work.

V. Content

The content of the MVNU IR will reflect the scholarly and creative work of the Mount Vernon Nazarene University community and uphold the mission and goals of the repository. Content will reflect a wide-range of viewpoints and include, but not be limited to, the following:

- Scholarly, peer-reviewed content, journal articles, book chapters, conference presentations, white papers, reports, theses, dissertations, etc.
- Items derived from the creative life of the university.
- Archive materials reflecting the story and history of the university.
- Formats (born-digital or digitized) such as text, images, audio, and video.

VI. Use of content

The author/creator of the content retains copyright for their work, but allows MVNU IR non-exclusive rights to display, disseminate and make the work publicly available, without charge from the repository. The copyright holder may distribute or publish their work in the same or different form without obtaining permission or notifying MVNU IR staff.

Materials submitted for inclusion in MVNU IR should be the final version of the author/creator's work. The author/creator must own copyright to all components and content within the work, or have received and be able to show permission to have the material available in the repository.

MVNU IR makes no promises of any kind about the submitted work and makes no guarantee regarding the accuracy, soundness or legality of the content.

VII. Submission agreement

By submitting works to be placed in MVNU IR, the author/creator and MVNU IR agree to the following:

- The author(s)/creator(s) have the right and authority to grant MVNU IR the right to enter the submission into the repository. All co-author(s)/co-creator(s) have read and approve the submission to the repository.
- The author(s)/creator(s) give MVNU IR a *nonexclusive* right to display the submission in electronic format in perpetuity.
- The author(s)/creator(s) retain the submission copyright or has the permission of the copyright holder to put the submission into MVNU IR. The burden is on the author/creator to acknowledge that he/she has the copyright, or the agreement of the copyright holder, to post the content. (Most publishers will grant limited rights [right to self-archive their articles] to the authors of scholarly articles to allow the authors to share copies of their articles either informally (with colleagues) or more broadly (through faculty websites or IRs.)
- To the best of the author(s)/creator(s) knowledge, the submission does not infringe copyright or intellectual property rights of any other person(s); the submission does not contain libelous or other unlawful matter and does not invade the privacy of another person; the submission does not have any publication delays (embargoes) on its distribution; and the information provided in the submission is accurate.
- MVNU IR has the right to display the material in any format, because it is unknowable what formats may predominate in the future and migration to newer formats may be necessary. This allows MVNU IR to preserve the work over time.
- MVNU IR does not assume any copyright, only display rights. MVNU IR does not transfer rights to anyone else.

VIII. Submission process

How to submit content:
- The submission agreement is completed and sent to Assistant Director of the Library. Author(s)/creator(s) must sign the form; in the absence of all signatures, the submitting author should consult with co-authors prior to submitting a work to MVNU IR.
- The agreement should list title, all authors, identifying information, abstract and keywords.
- The MVNU IR committee or its designee will receive submission agreements to review and the committee or its designee will approve submission's inclusion into the MVNU IR.
- Library Staff or those authorized will place submissions into MVNU IR.

IX. Withdrawal and retention

Submissions will remain in MVNU IR in perpetuity. However, withdrawal of submissions will be allowed under specific circumstances (e.g., copyright, trademark, patent infringement, libel, defamation, unethical conduct, plagiarism, privacy issues, etc.)

Also, the author/creator may request to withdraw submissions to update, retract, or correct information or data. Once completed, content can be returned to MVNU IR.

X. Preservation efforts

WHDL provides space for MVNU IR content which is backed up on their site. MVNU IR and the university's IT group will work and correspond with WHDL to resolve technical and access issues. The goal is that all submissions be maintained and made available in perpetuity to all who have interest in the content items.

XI. Instructions to Add an Item (Node) to the MVNU Institutional Resources

Basic Instructions

*Before adding an item to the IR, try to have all the relevant information about the item you want to upload. This might include: Title, Author, Type of content, Description, Keywords, Digitized file, Thumbnail image, etc.

*The digitized file should be saved in a consistent and human-readable way.

- Use underscores (_) instead of spaces.
- The first part of the file name will indicate the language of the content.
  - EN = English
  - ES = Spanish
  - Other codes can be found here: https://en.wikipedia.org/wiki/List_of_ISO_639-1_codes (Use the codes from the 639-1 column.)
- The next part of the file name should come from the title (this may be abbreviated). The author's last name can be included if needed.
  - Ex. EN_laird_ordained_women.pdf
- If the content has been revised, a revision number may also be necessary. The following format should be added to the file name: REV + Date – Month – Day + identifier
  - Ex. EN_ordained_women_rev150423pod.pdf

Logging into the IR site

1. Go to the MVNU Institutional Resources website: mvnu.whdl.org
2. Click the "Login/Register" link in the top right-hand corner of the screen.
3. With "I have an account" highlighted, enter username and password.
4. On the black bar along the top of the screen, scroll over "Content" and then "Add content."
5. Choose the type of content you plan to upload. (Some definitions:)
   a. **Academic (Thesis, Dissertation, Etc.)**: academic documents created by students or faculty, probably unpublished.
   b. **Article**: articles found in journals, magazines, or newspapers; also essays or book reviews.
   c. **Author**: to add a new author to the system. (Authors are only added once.)
   d. **Book (or book chapter)**: previously published books.
   e. **Media**: files that are not text-based (videos, audio recordings, photographs, images, PowerPoint slides, etc.)
   f. **Unpublished text**: all other types of files (essays, white papers, policy documents, teacher resources, student handouts, etc.)

For all Nodes

Under "Administrative Info about this node:
1. Verify that the box for "Send to all affiliates" is checked.
2. Under "Publish to," verify that the box for "MVNU Institutional Resources" is checked.
3. Under "Source domain," choose MVNU Institutional Resources.
4. Skip "Groups Audience"

For Books or Book Chapters

1. Enter Essential Information about the digital content. (Essential Information is the first tab to open on the left-hand side of the screen.)
   a. Enter the title of the content.
      i. Title should be copied as it appears on the cover.
      ii. Capitalize all major words in the title.
      iii. If the title contains a subtitle, separate title and subtitle by a colon (:).
   b. Enter the author of the content.
      i. Start typing the author's first or last name. Select the author's name from the list that appears.
         1. If the author's name does not appear in the list, click the "Create Author" link.
            a. Input the author's "Family Name" and "Given Name."
            b. Do not include the author's titles or degree attributions. (PhD, Dr., etc.)
            c. If the author is an institution (MVNU, for example), enter the entire name in the "Family Name" field and leave the "Given Name" field blank.
            d. Enter any other information you know about the author.
      ii. If the content has more than one author, click the "Add another item" button.
   c. Select the language of the content you are uploading from the drop-down menu.
   d. Choose the type of the content from the terms listed. If none of the given terms apply, choose "other."
   e. Type or copy and paste a description of the content. (approx. 80 words)
      i. Possible descriptions include:
         1. The summary found on the back cover of the book.
         2. A description taken from the introduction of the book.
         3. A list of chapter titles.
         4. Your own summary of the text.
   f. Enter relevant keywords (subject terms)
      i. Use terms supplied by document or author.
      ii. Include terms from the title if they are relevant.
      iii. Enter 1-10 keywords separated by commas.
      iv. Start with the most general subjects and continue to more specific.
   g. Upload the digital file.
      i. Click the "Choose File" button and find the saved file.
         1. The saved file should preferably be in a PDF format.
         2. The file should be less than 125 MB.
         3. Other formats can be uploaded in the Additional Files section of the Supplemental Information tab.
      ii. Click the "Upload" button to upload the file.

iii. Add a description of the file, such as "Download the PDF version of the book."
h. Check the box indicating we have Legal Compliance to add the uploaded content.
i. Upload a publication image (thumbnail image).
   i. The publication image should be a scan of the cover of the image, or some other image that relates to the content.
   ii. The publication image should be in a .jpg or .jpeg format.
   iii. The file must be less than 125 MB, but should be as small as possible.
j. You do not have to use the "Image from PDF" field.
2. Continue to the "For All Nodes" section of these procedures to complete the node.

For Academic Resources (Theses and Dissertations)

1. Enter Essential Information about the digital content. (Essential Information is the first tab to open on the left-hand side of the screen.)
   a. Enter the title of the content.
      i. Title should be copied as it appears on the cover.
      ii. Capitalize all major words in the title.
      iii. If the title contains a subtitle, separate title and subtitle by a colon (:).
   b. Enter the author of the content.
      i. Start typing the author's first or last name. Select the author's name from the list that appears.
         1. If the author's name does not appear in the list, click the "Create Author" link.
            a. Input the author's "Family Name" and "Given Name."
            b. Do not include the author's titles or degree attributions. (PhD, Dr., etc.)
            c. If the author is an institution (MVNU, for example), enter the entire name in the "Family Name" field and leave the "Given Name" field blank.
            d. Enter any other information you know about the author.
      ii. If the content has more than one author, click the "Add another item" button.
   c. Select the language of the content you are uploading from the drop-down menu.
   d. Choose the type of the content from the terms listed. If none of the given terms apply, choose "other."
   e. Type or copy and paste a description of the content. (approx. 80 words)
      i. Possible descriptions include:
         1. The thesis or dissertation abstract.
         2. Your own summary of the text.
   f. Enter relevant keywords (subject terms)
      i. Use terms supplied by document or author.
      ii. Include terms from the title if they are relevant.
      iii. Enter 1-10 keywords separated by commas.
      iv. Start with the most general subjects and continue to more specific.
   g. Upload the digital file.
      i. Click the "Choose File" button and find the saved file.
         1. The saved file should preferably be in a PDF format.
         2. The file should be less than 125 MB.
         3. Other formats can be uploaded in the Additional Files section of the Supplemental Information tab.
      ii. Click the "Upload" button to upload the file.
      iii. Add a description of the file, such as "Download the PDF version of the book."
   h. Check the box indicating we have Legal Compliance to add the uploaded content.
   i. Upload a publication image (thumbnail image).

               i. The publication image should be a scan of the cover of the image, or some other image that relates to the content.

               ii. The publication image should be in a .jpg or .jpeg format.

               iii. The file must be less than 125 MB, but should be as small as possible.

       j. You do not have to use the "Image from PDF" field.

2. Continue to the "For All Nodes" section of these procedures to complete the node.

For Articles

1. Enter Essential Information about the digital content. (Essential Information is the first tab to open on the left-hand side of the screen.)

    a. Enter the title of the content.

        i. Title should be copied as it appears on the cover.

        ii. Capitalize all major words in the title.

        iii. If the title contains a subtitle, separate title and subtitle by a colon (:).

    b. Enter the author of the content.

        i. Start typing the author's first or last name. Select the author's name from the list that appears.

            1. If the author's name does not appear in the list, click the "Create Author" link.

               a. Input the author's "Family Name" and "Given Name."

               b. Do not include the author's titles or degree attributions. (PhD, Dr., etc.)

               c. If the author is an institution (MVNU, for example), enter the entire name in the "Family Name" field and leave the "Given Name" field blank.

               d. Enter any other information you know about the author.

        ii. If the content has more than one author, click the "Add another item" button.

    c. Select the language of the content you are uploading from the drop-down menu.

    d. Choose the type of the content from the terms listed. If none of the given terms apply, choose "other."

    e. Type or copy and paste a description of the content. (approx. 80 words)

        i. Possible descriptions include:

            1. The article's abstract.

            2. Your own summary of the article.

    f. Enter the title of the periodical where the article is published.

    g. Enter Issue Information.

        i. Enter the year the issue was published.

        ii. Enter the season, month, or exact date of the issue.

        iii. Enter the issue and volume number.

        iv. Enter the International Standard Serial Number (ISSN) of the periodical.

    h. Type or copy and paste the published abstract if there is one.

    i. Enter relevant keywords (subject terms)

        i. Use terms supplied by document or author.

        ii. Include terms from the title if they are relevant.

        iii. Enter 1-10 keywords separated by commas.

        iv. Start with the most general subjects and continue to more specific.

    j. Upload the digital file.

        i. Click the "Choose File" button and find the saved file.

            1. The saved file should preferably be in a PDF format.

            2. The file should be less than 125 MB.

            3. Other formats can be uploaded in the Additional Files section of the Supplemental Information tab.

    ii. Click the "Upload" button to upload the file.

    iii. Add a description of the file, such as "Download the PDF version of the book."

  k. Upload a publication image (thumbnail image).

    i. The publication image should be a scan of the cover of the image, or some other image that relates to the content.

    ii. The publication image should be in a .jpg or .jpeg format.

    iii. The file must be less than 125 MB, but should be as small as possible.

  l. Check the box indicating we have Legal Compliance to add the uploaded content.

  m. You do not have to use the "Image from PDF" field.

2. Continue to the "For All Nodes" section of these procedures to complete the node.

For Unpublished Content

1. Enter Essential Information about the digital content. (Essential Information is the first tab to open on the left-hand side of the screen.)

  a. Enter the title of the content.

    i. Title should be copied as it appears on the cover.

    ii. Capitalize all major words in the title.

    iii. If the title contains a subtitle, separate title and subtitle by a colon (:).

  b. Enter the author of the content.

    i. Start typing the author's first or last name. Select the author's name from the list that appears.

      1. If the author's name does not appear in the list, click the "Create Author" link.

        a. Input the author's "Family Name" and "Given Name."

        b. Do not include the author's titles or degree attributions. (PhD, Dr., etc.)

        c. If the author is an institution (MVNU, for example), enter the entire name in the "Family Name" field and leave the "Given Name" field blank.

        d. Enter any other information you know about the author.

    ii. If the content has more than one author, click the "Add another item" button.

  c. Select the language of the content you are uploading from the drop-down menu.

  d. Choose the type of the content from the terms listed. If none of the given terms apply, choose "other."

  e. Type or copy and paste a description of the content. (approx. 80 words)

    i. Possible descriptions include:

      1. The summary found on the back cover of the book.

      2. A description taken from the introduction of the book.

      3. A list of chapter titles.

      4. The thesis or dissertation abstract.

      5. Your own summary of the text.

  f. Enter relevant keywords (subject terms)

    i. Use terms supplied by document or author.

    ii. Include terms from the title if they are relevant.

    iii. Enter 1-10 keywords separated by commas.

    iv. Start with the most general subjects and continue to more specific.

  g. Upload the digital file.

    i. Click the "Choose File" button and find the saved file.

      1. The saved file should preferably be in a PDF format.

      2. The file should be less than 125 MB.

      3. Other formats can be uploaded in the Additional Files section of the Supplemental Information tab.

ii. Click the "Upload" button to upload the file.
iii. Add a description of the file, such as "Download the PDF version of the book."
h. Check the box indicating we have Legal Compliance to add the uploaded content.
i. Upload a publication image (thumbnail image).
i. The publication image should be a scan of the cover of the image, or some other image that relates to the content.
ii. The publication image should be in a .jpg or .jpeg format.
iii. The file must be less than 125 MB, but should be as small as possible.
j. You do not have to use the "Image from PDF" field.
2. Click on the Supplemental Information tab on the left and enter this information about the digital content.
a. Select the most relevant Subject of the content from the drop-down list.
i. Continue narrowing down the subject of the content until no more drop-down lists appear.
ii. Add more than one Subject if relevant.
b. Enter the year of creation.
c. Enter any addition details.
d. Enter purchase information, such as the title and URL where it can be found.
e. Enter any additional links.
f. Upload additional files if needed, such as another file type.
i. The file should be less than 125 MB.
ii. Click the "Upload" button to upload the file.
g. Enter any comments needed, and decide whether they should be viewed publicly or privately to administrators and creators only.
h. DO NOT use the "Subject Index (DEPRECATED)" area.
3. Continue to the "For All Nodes" section of these procedures to complete the node. (Start at step 2 and Administrative Settings.)

For Media

1. Media items must first be uploaded to Ensemble.
a. Go to media.whdl.org and login.
b. Click the green "Add" button on the left-hand side of the screen.
c. Enter the required information, including keywords.
d. Enter credits, then click "Add Credit."
e. When all information is entered, click the green "Continue" button.
f. Click "Add File" to find and upload the media file.
g. Click "Start Upload."
h. The status of the file will appear at the bottom of the screen. Wait for the status to change from "Waiting for Conversion" to "Ready."
i. You may annotate or caption your video by clicking the "Annotate" or "Caption" tabs.
i. To annotate, begin typing at the point in the video where you want to add text.
ii. When finished typing a section, click "save," then continue to the next section.
iii. When finished, click "Continue."
j. You may attach a transcript by clicking the "Manage contents" tab on the left-hand side of the page.
i. Select the type of file being added, then click "add file" to find and upload the file.
ii. Select "start upload."
k. When finished uploading, annotating/captioning, and uploading files, click the "Publish" tab on the left-hand side.
i. Choose the library (if there are more than one).

       ii.   Click the green "publish" tab. The video status at the bottom of the screen will change to "Published."

2. Go to the MVNU Institutional Resources website: mvnu.whdl.org and login.
3. On the black bar along the top of the screen, scroll over "Content" then "Add content," then "Media" option as content type.
4. Enter Essential Information about the digital content. (Essential Information is the first tab to open on the left-hand side of the screen.)
   a. Enter the title of the content.
      i. Title should be copied as it appears on the cover.
      ii. Capitalize all major words in the title.
      iii. If the title contains a subtitle, separate title and subtitle by a colon (:).
   b. Enter the author of the content.
      i. Start typing the author's first or last name. Select the author's name from the list that appears.
         1. If the author's name does not appear in the list, click the "Create Author" link.
            a. Input the author's "Family Name" and "Given Name."
            b. Do not include the author's titles or degree attributions. (PhD, Dr., etc.)
            c. If the author is an institution (MVNU, for example), enter the entire name in the "Family Name" field and leave the "Given Name" field blank.
            d. Enter any other information you know about the author.
      ii. If the content has more than one author, click the "Add another item" button.
   c. Select the language of the content you are uploading from the drop-down menu.
   d. Choose the type of the content from the terms listed. If none of the given terms apply, choose "other."
   e. Type or copy and paste a description of the content. (approx. 80 words)
      i. Possible descriptions include:
         1. Description of event or reason for media recording.
         2. Length/size of media.
         3. Your own summary of the media.
   f. Add the media from Ensemble to the description field.
      i. Hit enter to create a new line within the description field.
      ii. Select the Ensemble icon.
      iii. Login to Ensemble when prompted.
      iv. Select the video you would like to add. Click the green plus (+) sign to add the video, and then click "save."
   g. Enter relevant keywords (subject terms)
      i. Use terms supplied by document or author.
      ii. Include terms from the title if they are relevant.
      iii. Enter 1-10 keywords separated by commas.
      iv. Start with the most general subjects and continue to more specific.
   h. Upload the digital file.
      i. Click the "Choose File" button and find the saved file.
         1. The saved file should preferably be in a PDF format.
         2. The file should be less than 125 MB.
         3. Other formats can be uploaded in the Additional Files section of the Supplemental Information tab.
      ii. Click the "Upload" button to upload the file.
      iii. Add a description of the file, such as "Download the PDF version of the book."
   i. Upload a publication image (thumbnail image).
      i. The publication image should be a scan of the cover of the image, or some other image that relates to the content.
      ii. The publication image should be in a .jpg or .jpeg format.

iii. The file must be less than 125 MB, but should be as small as possible.
     j. Check the box indicating we have Legal Compliance to add the uploaded content.
     k. You do not have to use the "Image from PDF" field.
5. Continue to the "For All Nodes" section of these procedures to complete the node.

For All Nodes

1. Click on the Supplemental Information tab on the left and enter this information about the digital content.
   a. Select the most relevant Subject of the content from the drop-down list.
      i. Continue narrowing down the subject of the content until no more drop-down lists appear.
      ii. Add more than one Subject if relevant.
   b. Enter the publisher if one is known.
   c. Enter the year of publication if one is known.
   d. Enter the place of publication if one is known.
   e. Enter the number of pages contained in the content.
   f. Enter the ISBN of the original if one is given.
   g. Enter the edition statement if one is given.
   h. Enter the series title if one is given.
   i. Enter the series number if one is given.
   j. Enter purchase information if the item can be purchased online.
      i. Include the title and URL of the online supplier.
   k. Enter additional links if there are any. (ex. Where a periodical may be viewed or downloaded elsewhere)
      i. Include the title and URL of the external site.
      ii. Provide a description of the link. (ex. This journal also available at didache.nazarene.org)
   l. Upload additional files if needed, such as another file type.
      i. The file should be less than 125 MB.
      ii. Click the "Upload" button to upload the file.
   m. Enter any comments needed, and decide whether they should be viewed publicly or privately to administrators and creators only.
   n. DO NOT use the "Subject Index (DEPRECATED)" area.
2. Click on the Administrative Settings tab on the left and enter this information about the digital content.
   a. Enter copyright information if needed.
      i. Enter text information, such as a copyright statement, in the Copyright Notes box.
         1. This information will be viewable by all users.
      ii. AND/OR upload a copyright statement file by choosing a saved file and clicking the "Upload" button.
         1. This information will not be viewable by the public; only administrators or librarians.
         2. The uploaded file should be less than 10 MB.
   b. Enter the information of the group(s) or individual(s) who sponsored adding this content to the IR.
      i. If more than one group or individual should be recognized, click the "Add another item" button to enter more names.
   c. Do not use the "Deprecated-do not use: Event, Initiative or Collection area.
3. Click on the Publishing options tab on the left.
   a. Under "Moderation state," choose "Editorial Review."
4. When the record is completed, click "Save."