

Deposit Agreement – Cor Repository

Version: 1.0

Last Revision: July 2020

To properly administer this repository and preserve the contents of the Cor digital repository for future use, The Emory Libraries requires that the material deposited:

1. Includes mandatory components for long-term preservation, including required descriptive metadata, content files, and documentation of the copyright and license status of the content
2. Adheres to specifications and procedures outlined in the [Emory Libraries' Digital Preservation Policy suite](#):
 1. Digital Collections Development Policy
 2. Digital Preservation Policy
 3. Digital Object Retention Policy
 4. Third-Party Dissemination Policy
3. Complies with the Emory Libraries' guidelines identified for [Sensitive Data Deposits](#) and with other applicable Emory University data and IT security regulations
4. Is subject to review and procedures outlined in the [Emory Libraries Digital Collections Copyright and Content Policy](#)

Visibility and Access Controls

Material deposited into the Cor repository becomes discoverable in the public-facing [Emory Digital Collections](#) interface, which provides a unified access point to all deposited content while enabling discovery at the collection-level. Deposited material is assigned one of multiple Emory Libraries-defined access control tiers, which control who can access materials from the Emory Digital Collections discovery interface.

Available Access Controls:

1. Public – High Resolution, Downloads Permitted
2. Public – Low Resolution, Downloads Not Permitted
3. Emory Network – High Resolution, Downloads Permitted
4. Emory Network – Low Resolution, Downloads Permitted
5. Reading Room Only – High Resolution, Downloads Not Permitted
6. Private – Available to Repository Administrators and Collection Managers Only

Additional information about [available access controls](#) and their behaviors are documented in public-facing Emory Digital Collections user guides.

Takedown Requests, Deletion and Decommissioning of Material

Material that has been fully ingested into the preservation repository will not be deleted except under specific circumstances identified in the Emory Libraries' Retention Policy for digital collections. Deletion and formal decommissioning activities must be performed by approved repository administrators only and require documentation of approval from Libraries leadership.

In the event that a takedown request is submitted by a rights holder or Emory Digital Collections user, material will be reviewed by approved library staff prior to making any change in its visibility. For takedown requests requiring further review, repository administrators will temporarily make the material private while additional actions are determined. More information is available in the [Emory Libraries Digital Collections Copyright and Content Policy](#). Any long-term change to a digital object's visibility must be accompanied by metadata recording the circumstances for the change in access.

Preservation Services

Material deposited into the Cor repository receives long-term preservation services including metadata and rights management, storing multiple copies of content files, audit trails and monitoring for the integrity of the content. More information about preservation services is included in public-facing Emory Digital Collections user guides.

Modifications to Material for Preservation Purposes

Material deposited to the Cor repository may require modifications over time by system software or repository support staff to ensure long-term access to material. These modifications may include systematic updates to metadata as well as normalization or migration of file formats in alignment with digital preservation best practices defined by the Emory Libraries.

Dissemination of Material to Third Party Services

As the Cor repository infrastructure grows over time, the Emory Libraries may disseminate copies of digital objects to approved third parties identified in the Third-Party Dissemination policy for the purposes of expanded discovery and preservation.