

Terms of Use

Eligibility

Faculty and Staff

All current Bard College faculty and staff are eligible to use and contribute to Bard Digital Commons during their course of employment at the College. Faculty are encouraged to share content to make it accessible to our students and the broader public. If you want to submit work to Bard Digital Commons, please fill out the [Bard Digital Commons Contact Form](#) or contact Jeremy Hall at 845-758-7675 or jhall@bard.edu.

Student Work

All undergraduate students are expected to submit their Senior Project to Digital Commons as part of completion of their degree. Information regarding this process is available from the [Dean of Studies Office](#) and online from the [Senior Project Submission Guidelines](#). Bard Digital Commons also welcomes other content created by Bard College students, but these contributions will need to be sponsored by a faculty or staff member and must go through an approval process. The best way to start this process is to fill out the [Bard Digital Commons Contact Form](#) or contact Jeremy Hall at 845-758-7675 or jhall@bard.edu.

Bard Network

Members of the Bard Network are invited to participate in Bard Digital Commons. If you are a Bard Affiliate, the process for setting up a Digital Commons collection begins with filling out the [Bard Digital Commons Contact Form](#) or contacting Jeremy Hall at 845-758-7675 or jhall@bard.edu. There are numerous details and considerations that need to be addressed when embarking on this process, so we will be in contact about next steps.

External Contributors

Individuals or corporate entities who are not currently employed by Bard College are not allowed to directly contribute content to Bard Digital Commons. There may be exceptions to this rule if at least one of the following criteria is met:

- content was created collaboratively with a current Bard College student, staff, or faculty member at the time of submission, and the Bard College affiliate agrees to the deposit in Bard Digital Commons; or
- content was created for an academic/scholarly meeting, conference, or event hosted or sponsored by Bard College; or

Bard Digital Commons

- content was commissioned, distributed, or published by a Bard College office, center, institute, or academic unit; or
- content is added as part of an approved collection.

Access

Bard Digital Commons currently employs two designations for access: Open Access and Campus-Only Access. Contributors have a right to request either type of access, but some collections may already have predetermined levels of access. We can work with you to determine the best access option for your submission. Both types of access are defined below:

Open Access

Your content will be discoverable via Google and other search engines. It will be accessible by anyone, anywhere in the world, at any time. We encourage you to opt for Open Access, as sharing your research with others serves the greater scholarly community and exemplifies the democratic nature of work done at Bard College.

Campus-Only Access

This will restrict access to the Bard College campus network, as well as current faculty, staff, and students via password-verified login.

Copyright

Contributors to Bard Digital Commons must hold the copyright (either solely or jointly), or have the permission of the copyright holder(s), with some exceptions noted below, for the content that they submit to Bard Digital Commons. Copyright for content submitted to Bard Digital Commons is retained by the author/creator/copyright holder(s); no copyrights are transferred to Bard College or Stevenson Library. However, contributors must provide Bard College and Stevenson Library with a non-exclusive, royalty-free license to use, display, distribute, transmit, copy, reproduce, archive, or otherwise make accessible the content through Bard Digital Commons. All contributions automatically have this licensing in place.

Per exceptions to the above rule, some published content on the website may include other work or materials that are used under the Fair Use Doctrine. The contributor is solely responsible for assessing and applying the fair use clause of existing copyright law. For more information on this, visit the Fair Use (FAQ) from the U.S. Copyright Office (<https://www.copyright.gov/help/faq/faq-fairuse.html>).

All users of this site should assume the content is under copyright and should abide by existing copyright laws for accessing, downloading, and using those materials. You, as the end user, are solely responsible for any unauthorized use of the materials contained in Bard Digital Commons. Bard College and Stevenson Library cannot provide anyone with the right to access or use any content beyond what is available on the site or beyond the access level chosen by

Bard Digital Commons

the contributor. Bard College and Stevenson Library are not responsible for any unwarranted or unlawful use of this content.

Creative Commons

Many works in Bard Digital Commons display a Creative Commons license in their record and/or on the work itself; the use of that work is governed by the terms of the license selected by the content creator. For more information or to license your own work, visit

<http://creativecommons.org/>.

Retention and Removal

Bard Digital Commons reserves the right to make content available in perpetuity. Content will not be withdrawn from Bard Digital Commons unless significant or unusual circumstances, including legal concerns, such as copyright, libelous content, or privacy/safety issues, arise.

Works will not be withdrawn if the contributing author (i.e., faculty or staff member) leaves the employ of Bard College. In such cases, updated contact information may be added to the record, but the item metadata and access will not be changed.

If it is determined that a work should be withdrawn from Bard Digital Commons, full-text access to that work will be removed permanently for all users.

Accessibility

Bard Digital Commons provides access to a wide range of digital content in various formats. In many cases, especially with archival materials digitized from analog formats, content may be formatted in ways that make it difficult to use with adaptive or assistive technology such as screen readers and captioning. Stevenson Library is committed to making the materials it provides as accessible as possible, and to ensuring that access to its content is consistent with obligations under applicable state and federal law, including the Americans with Disabilities Act.

We aim to make the content of our repositories accessible to all potential users. We strive to ensure that:

- If a video or audio is embedded or hyperlinked, captioning and player controls will be accessible; and
- Document Accessibility Standards are applied to Microsoft Word, Excel, PowerPoint and PDF documents.

Information about software accessibility is available on the Bard College [Accessibility website](#).

Name Change

As an institutional repository, Bard Digital Commons is committed to respecting the rights and identities of its authors and seeks to reduce or remove barriers to inclusion and author credit for their published works.

Upon receiving a name change request, our staff will update all metadata, published content, and associated records under our control to reflect the requested name change. We will not ask for further details or the reasons for the name change; however, we may sometimes require other information to make the change effectively.

Stevenson Library considers it a violation of professional ethics and an incident of professional harassment to request to link or update the name of another individual without their explicit consent.