

CREATIVE MATTER

A Repository for Creative Thought at Scribner Library

Collection Policies and Submissions Guidelines

Content may be submitted to Creative Matter by current and retired faculty, staff, and students of Skidmore College. Appropriate content may be added following the guidelines below. You can contact the Creative Matter administrator at dseiler@skidmore.edu to discuss the possibility of inclusion.

- The work must be original, produced and submitted (or sponsored) by a faculty, staff, student, organization or department of Skidmore College.
- The work must be creative, scholarly in nature, research-oriented, or of institutional significance.
- The author must own the rights to all components and content of the work, or have received, and be able to demonstrate, the permissions granted to allow the material's inclusion within Creative Matter.
- The author or representative of the organization or department must accept the terms set forth in the submission form prior to material being uploaded to the repository, granting the library the right to distribute and preserve the material via Creative Matter.
- Contributors may include non-affiliated scholars (e.g., co-authors from other institutions, faculty emeriti, holders of honorary appointments). Contributors should notify all coauthors of intent to deposit work in Creative Matter.
- Some materials may be restricted to current college faculty, staff, and students.
- A variety of file formats are accepted.

Examples of possible content:

- Published scholarship
- Academic presentations and posters
- Creative works and performances
- Student academic projects/papers
- Materials related to events sponsored by Skidmore College
- Skidmore publications produced by faculty, students, and staff
- Datasets, image galleries, multi-media projects
- Faculty course-related output of a scholarly interest

During the submission process, contributors will be asked to accept the terms set forth in the Submission Agreement. The contributor must either own the rights to the work or have the permission of the rights holder to make the content available. Unless specific arrangements have been made with Creative Matter administrators, or, an embargo date has been set, content will become available immediately to anyone who accesses the site. If a contributor wishes to withdraw a submission, for any reason, they may contact the Creative Matter administrators to request the removal of the content. Creative Matter administrators reserve the right to accept or reject, in part or in whole, any content submitted to the repository, and to remove any content found to be in violation of the Submission Agreement.