Benefits of Participation
UDSpace is designed to make participation easy. Communities (such as schools, departments, labs and research centers) can adapt the system to meet their individual needs and manage the submission process themselves.
Communities can create as many collections as they wish in UDSpace. Each collection can be established with different contributors and workflow options.

View Usage Statistics provides authors with a monthly statistics report by email indicating the number of times their works were viewed in the preceding month. Usage statistics provide authors with insight into the impact of their scholarship.

Benefits for the University of Delaware
UDSpace provides access to research of the University of Delaware through one interface. UDSpace represents University of Delaware scholarship and showcases the international prominence of the faculty and staff. The ability to distribute research results quickly will emphasize the cutting-edge nature of University of Delaware research.

How to Participate
University of Delaware faculty and staff are invited to consider placing their research in UDSpace.
1. Identify the material, which needs to be in digital form.
2. Read the “Policies and Guidelines” section in this brochure.
3. Obtain the written approval of the University of Delaware academic chair, school director or research center director.
4. Contact one of the persons listed on the reverse side of this brochure.
Library staff will meet with you to review your needs and discuss the next steps to include your research in UDSpace.

The creation of UDSpace was made possible through a grant from the Unidel Foundation.

Contact Information
University of Delaware faculty and staff are invited to consider placing their research in UDSpace, and may contact one of the following individuals for further information about participation:

Sandra K. Millard
Associate University Librarian for Services, Outreach and Assessment
Email: skm@udel.edu
Phone: 302-831-2231

Gregg Silvis
Associate University Librarian for Information Technology and Digital Initiatives
Email: gregg@udel.edu
Phone: 302-831-2231

William Simpson
Associate Librarian
Reference and Instructional Services Department
Email: wsimpson@udel.edu
Phone: 302-831-0188

Susan Brynteson
Vice Provost and May Morris University Librarian
Email: susanb@udel.edu
Phone: 302-831-2231

The University of Delaware is an equal opportunity/affirmative action employer and Title IX institution. For the University’s complete non-discrimination statement, please visit www.udel.edu/aboutus/legal/notices.html.
1. Content accepted in UD Space:

- The work must be produced, submitted or sponsored by University of Delaware faculty or staff.
- The collection or works to be submitted must have the written approval of the University of Delaware academic department chair, school director or research center director.
- The work must be education, research or service-oriented.
- The work must not be ephemeral.
- The work must be in digital form.
- The work must be complete and ready for input into UD Space.
- The author/owner must be willing and able to grant the University of Delaware Library the right to preserve and distribute the work via UD Space.
- If the work is part of a series, other works in that series should also be contributed so that UD Space can offer as full a set as possible.
- The required fields must be input with each submission (such as title, author, subject/key words) along with the content.

UDSpace uses DSpace software which fully supports many common application file types (such as MARC, Adobe PDF and Postscript) and image files (such as TIFF, JPEG, GIF and PNG) and text files (including HTML, TXT (text), DAT (data: ASCII data), RTF (rich text format) and XML). Audio formats AIFF, AIF and AIFC and video formats MPEG, MPG, MPE, MOV and QT are also supported.

2. The role of the “community” in UD Space:

A “community” is an administrative unit defined as a University of Delaware academic department, school or research center. Written approval of the academic department chair, school director or research center director is required for inclusion of materials from that community in UD Space.

In addition:

- Each community (academic department, school, research center) must be able to assign a coordinator who can work with Library staff.
- Groups of faculty or staff wishing to establish a community in UDSpace that do not fall under the definition of academic department, school or research center will require approval of the appropriate academic chair, director or dean.
- Individuals may not submit items without belonging to an established community.
- The individual in the community establishes that the items submitted have copyright clearance and that the submitter has the right to submit the item(s) with regard to copyright compliance.
- The academic department chair, school director or research center director agrees that the information approved for submission to UDSpace will be accessible to the world via the web via UDSpace.