



eScholarship Repository:

Roles and Responsibilities for Academic Unit and Department Administrators and the California Digital Library (CDL)

## **ADMINISTRATOR ROLES AND RESPONSIBILITIES:**

*All units, departments, and journals sign a Terms of Service agreement before establishing an eScholarship instance. Academic units and departments (as well as CDL) have some specific responsibilities beyond that Terms of Service agreement.*

- Ensure adherence to the specific [content guidelines](#) for content hosted in the department or research unit's eScholarship instance.
- Manage submissions to the site.
- Maintain the unit's site on eScholarship, including ensuring that logos are the appropriate dimensions and quality; contact information, submission guidelines, review/content quality processes, and other policies are kept up to date.

## **CDL ROLES AND RESPONSIBILITIES**

- Reserve the right to request the removal of materials that do not adhere to eScholarship's specific content guidelines.
- Provide an intuitive submission system that encourages submission and allows administrators to vet and manage content before approving publication.
- Ensure full-text indexing for major search engines such as Google, Google Scholar, Bing and more.
- Provide authors and administrators with access to usage statistics.
- Preserve and host archival content that has been published on our platform, even if this partnership is dissolved or the ORU ceases to publish.
- Reserve the right to ensure that the design, branding, and content of the unit/series site complies with accepted web and accessibility standards, University of California policies, and eScholarship's internal templates.