

## Encompass FAQs

### **What is Encompass?**

- Encompass provides an infrastructure for storing and accessing the research, creative works, and history of ECU. This allows us to provide an online “place” for anyone to see our digital collection.
- Encompass provides submission and publishing tools for journals and electronic theses. This allows us to offer a publishing service for ECU.
- Encompass allows us to have conversations with faculty and students about scholarly communication trends and author rights in a very tangible and local way.

### **Is Encompass open access?**

- Primarily, but research already published in other sources may have copyright restrictions that prevent us from providing open access to the full text. In these cases, the source publication may be linked from Encompass.
- Some Encompass collections (such as the upcoming Honors Theses collection) or individual works may be placed under temporary or permanent embargoes, depending on the situation. The Honors Theses, for example, will be proxied and available to ECU users only.

### **What is the difference between Encompass and Selected Works?**

- *Encompass* is the digital archive for all of the research, creative works and history of faculty, students, and staff.
- *Selected Works*, labeled Faculty & Staff Scholarship in Encompass, is the digital archive for faculty and staff scholarship. Selected Works is a section of the bigger container, Encompass.

### **What is the difference between Encompass and Selected Works and Digital Measures?**

- Encompass is intended to be used and accessed by the public. It is web-based and primarily open access.
- Digital Measures, a system into which faculty deposit records of all of their teaching, research, and service activity, is **not** accessible by the public. It is a database intended for internal and institutional use only.

### **Why should they put things in both Encompass and Digital Measures?**

- Digital Measures is mandated by departments.
- Although depositing in Encompass is optional, it provides global exposure for faculty because of its excellent discoverability in Google. Digital Measures does not. The work does not necessarily have to be duplicated - Linda Sizemore can complete their Selected Works page for them.

### **Is there a way to have information from Digital Measures automatically uploaded to Encompass?**

- Not at this time due to vendor restrictions.

### **How does one login and upload documents to SelectedWorks?**

- Go to [encompass.eku.edu](http://encompass.eku.edu) and click on start an account

*OR*

- Contact Linda Sizemore to set up an account for faculty, get their page started, and then she can show them how to edit their page and upload their work.

### **How does one link to works for which one doesn't own the copyright?**

- Publishers of journals tend to not allow their pdfs to be uploaded into an institution's repository. Most publishers allow pre-prints (see <http://www.sherpa.ac.uk/romeo/> to determine publisher policies on self-archiving), but very few people keep copies of pre-prints.
- Links to the article or book record in GoogleBooks, Worldcat.org, or any subscribed platform can be provided.

### **How are post-print and pre-print defined?**

- A pre-print manuscript refers to one's own version of the article that has not gone through peer review.
- The post-print (publisher's copy) will include the journal formatting, peer review, and usually be a pdf.

### **Can I embed musical recordings or put links to them?**

- Yes, if copyright allows.

### **Is there any conflict with intellectual property rights?**

- EKU's intellectual property policy allows for faculty members to retain all ownership of IP in traditional copyrightable academic works (see page 3 of EKU's IP policy [http://www.policies.eku.edu/academic/intellectual\\_property/4.4.2\\_intellectual\\_property\\_bor\\_1.05.pdf](http://www.policies.eku.edu/academic/intellectual_property/4.4.2_intellectual_property_bor_1.05.pdf)).

### **How can one get written agreements with publishers to retain one's copyright?**

- SPARC, Scholarly Publishing and Academic Resources Coalition, developed an author addendum to secure rights as the author of a journal article, <http://www.arl.org/sparc/bm~doc/Access-Reuse-Addendum.pdf> .