

Virginia Henderson International Nursing Library online research repository (“VHL repository” or “the repository”)

Doctorate of Nursing Practice and Electronic Theses and Dissertations Collection Creation Policies

The VHL repository offers schools of nursing a place to gather, display, and share their graduate students' theses, dissertations, and Doctor of Nursing Practice (DNP) final projects with a worldwide audience. This is a free service provided by the VHL repository, a resource of the Honor Society of Nursing, Sigma Theta Tau International (STTI).

Among the various research communities in the VHL repository, there are two communities devoted to theses and dissertations and DNP final/capstone projects. A school of nursing may have a collection created for its students' use under each of these communities. To be eligible, the school of nursing must offer a nursing program or programs accredited by the National League for Nursing Accrediting Commission (NLNAC) and/or the Commission on Collegiate Nursing Education (CCNE) or their equivalent for schools of nursing that are outside the U.S. and/or the jurisdiction of the two aforementioned agencies (“Programs”). To obtain additional information and/or to start the process please contact the VHL Repository Administrator at librarymanager@nursinglibrary.org.

Benefits to the School of Nursing:

- Increased visibility via a collection home page in the VHL repository
- Free and convenient means to preserve, organize, and share student work with a worldwide scholarly audience
- Strengthened impact of school's mission and research interests through association with STTI-backed resource

Benefits to Individual Students:

- Increased visibility of student work via an open-access, worldwide, online resource backed by STTI
- Increased impact on the nursing research community
- Permanent web link to each submission. This link remains valid, even if the item is moved within the repository. The link may also be placed within a student's resume and/or curriculum vitae.
- Increased ranking on search returns performed on search engines such as Google and Google Scholar, ensuring prominent placement in listing of results
- Copyright retention by the author
- Perpetual storage. Submissions are permanently stored on secure servers, alleviating worries of file loss.

School of Nursing Responsibilities:

- Provide a person or persons to serve as reviewer(s) within the school of nursing's collection(s). Items submitted to the VHL repository must be reviewed, and the faculty/staff of the individual school of nursing are better acquainted and more qualified to approve their students' work based on their program's policies and graduation requirements.
- Provide the VHL repository with a current school/program logo, website address, and introductory verbiage for the Program's collection home page within the VHL repository.
- Provide the VHL repository with student names and details prior to the start of the submission process.
- Provide the VHL repository with an overview of program specifics to assist with the development of a workflow process that is suitable to both the school of nursing and the VHL repository and within the capabilities of the repository's software system.
- Educate its students and reviewer(s) on the overall use of the VHL repository.
- Review and remove any information of a confidential and/or proprietary nature from an item prior to the student's submission or during the submission process. This includes removing faculty signatures from a dissertation signature page. A blank signature page should be substituted for submission purposes.
- Reconfirm its commitment to remain an active participant in the VHL repository by sending a yearly email confirmation to the VHL library administrator.

Graduate Student Responsibilities:

- Register with the VHL repository at www.nursinglibrary.org, if applicable.
- Contact the VHL repository via email (librarymanager@nursinglibrary.org) after registration to receive submission authorization.
- Submit the item in accordance with his or her school of nursing's program requirements and adhere to the overall policies and standards of the VHL repository.
- Maintain any necessary communication between the school of nursing reviewer(s) and the VHL repository staff to ensure a smooth submission process.
- Attest that he or she is the copyright owner of the item being submitted (required step during online submission process).
- Review and remove any information of a confidential and/or proprietary nature from the item prior to its submission. The candidate may work with an advisor/collection reviewer to scrub such information from the item prior to the reviewer accepting the item in the submission process.

VHL Responsibilities:

- Create and maintain the collection including the school of nursing's collection home page within the VHL repository.
- Work with the school of nursing to develop a suitable submission workflow that is agreeable to both parties and within the capabilities of the VHL repository's software system.
- Create, maintain, and make available guides and training materials to the school of nursing's representative(s), reviewer(s), and students via emails and/or links on the VHL website.
- The VHL repository will provide "Library of Congress name authority" reviews for all submissions, but will **not** review the item for errors or provide any general editing or copy-editing services. The VHL repository will **not** provide scrubbing services for items containing information of a sensitive or proprietary nature nor any verification of copyright or ownership.
- The VHL repository will post all approved submissions so that they are visible online within a reasonable timeframe after reviewer approval.
- The VHL repository is not responsible for any breaches of copyright or ownership for material submitted and posted in the repository.
- The VHL repository is not responsible for any mistakes, omissions, or legal infringements within the submitted material, nor is it obliged to undertake legal action on the submitting author's behalf in respect of the submitted material.

Items of Importance:

- Once submitted, items will remain active within the VHL repository per VHL policy. Copyright remains with the author/submitter. The right to maintain, archive, and display the information and deposited items remains with the VHL repository. Authors/submitters will attest to this fact by agreeing to the VHL repository non-exclusive distribution license agreement as part of the online submission process. Limited embargos will be allowed on a case-by-case basis, not to exceed one year. Withdrawal of an existing item from the repository will be allowed only under unique circumstances; withdrawal approval will lie with the VHL Advisory Committee, the director of the education department, STTI, and/or the VHL library administrator.
- If at any time a school of nursing decides to discontinue the submission process with the VHL repository, the collection and items already deposited into the VHL repository will remain active and visible on the World Wide Web per VHL policy.