

Penrose Library and the Whitman Undergraduate Conference (WUC) planning committee highly encourage students to preserve and share their work from the WUC by [submitting their final presentation materials to be archived in ARMINDA](#), the institutional repository of Whitman College. Note that archiving is not required, and you have the following archiving options:

- **Option A: Make Undergraduate Conference materials in ARMINDA available to everyone**
 - This option means that you can share your presentation materials with family, friends, and professional networks.
- **Option B: Make Undergraduate Conference materials available only to current Whitman affiliates (current students, faculty, and staff)**
 - This option helps to preserve a record of undergraduate research at Whitman and allows incoming students to better understand undergraduate research opportunities.
- **Option C: Opt out of archiving Undergraduate Conference materials.**

In April, an official ARMINDA submission form will be distributed electronically, to be signed online by student(s) and sponsor(s). If the form is not signed and returned, that is the same as opting out of sharing materials in ARMINDA.

The following sample ARMINDA submission form further describes the archival access options. This sample form is merely intended to lay out the options and prompt discussion between students and sponsors; please do NOT sign the sample form.

Students and sponsors should consider limiting access—or not sharing the work in ARMINDA at all—under certain circumstances. Please discuss together what option would be best for the particular research project, especially if:

- The researcher or advisor plans to publish a version of the research (or underlying data) elsewhere
- The research includes sensitive data or analyses (research on topics that could put the author or others at risk if published)
- The presentation includes copyrighted work from third parties for which permission cannot be obtained

If research was carried out off campus, the off-campus research advisor should be part of the conversation about sharing/archiving options. It may be helpful to consider potential privacy or access concerns when deciding what and how to present at the Undergraduate Conference overall—please consult with Dr. Jess Hernandez at hernand2@whitman.edu if you have questions about this.

If you have questions about access levels or other ARMINDA policies, please consult the [FAQ](#) or contact Amy Blau, the ARMINDA repository manager: blauar@whitman.edu.



WHITMAN COLLEGE

PENROSE LIBRARY

ARMINDA Institutional Repository Student Submission Agreement (EZ)

ARMINDA (Accessible Research Materials in Digital Archives) is a repository maintained by Penrose Library to showcase, preserve, and provide access to the scholarly and creative work produced by the Whitman community. For more information, email arminda@whitman.edu or visit <https://arminda.whitman.edu>.

Please print

Student's Name(s): _____ Graduation Date (month/year): _____

Permanent email address: _____

Professor or advisor: _____ Department: _____

Title of submission: _____

Non-Exclusive License: *Select **only one** of the following options:*

Option A: I agree to grant Whitman College Penrose Library a non-exclusive license to provide online **open access** to my submitted scholarly/creative work via ARMINDA. *You retain all copyright in your work, but you give us permission to make it available online for anyone to read and/or view and for us to preserve it in ARMINDA.*

Option B: I agree to grant Whitman College Penrose Library a non-exclusive license to provide online **limited access** to my scholarly/creative work to the Whitman community via ARMINDA. *You retain all copyright in your work, but give us permission to make it available to the Whitman community and for us to preserve it in ARMINDA.*

Option C: I **opt out**; my scholarly/creative work will not be available in the ARMINDA repository.

I choose Option _____

Student Signature

Advisor Signature

I warrant as follows:

1. I hold the copyright to this work and agree to permit this work to be posted in ARMINDA.
2. I have obtained the necessary permission(s) from copyright owners for any third-party materials including interviews and for content governed by IRB protocols.
3. I understand that accepted works may be posted immediately as submitted.
4. I agree to waive any privacy rights granted by FERPA, or any other law, policy, or regulation, for the purpose of making this work available in ARMINDA.
5. I have read, understand, and agree to abide by the policies of ARMINDA, which can be found at <http://arminda.whitman.edu/content/policies>.

Student Signature: I have read and fully agree to the above ARMINDA Institutional Repository Student Submission Agreement. I understand that there may be publishing and/or legal consequences of my selection of an access option. I agree to the option I have selected above, subject to my advisor's or professor's approval. I understand that if my advisor and I disagree, Penrose Library will adopt whichever choice is the most restrictive.

Signature: _____ Date: _____

Advisor or Professor Signature: I have discussed the access options with my student and am aware of the option selected. I understand that if my student and I disagree about the selection, Penrose Library will adopt whichever choice is the most restrictive.

Signature: _____ Date: _____

Co-Authors/Creators or Co-Advisors

If this work is authored or created by more than one student, or has been supervised by more than one advisor/professor, it is strongly encouraged that those additional signatures be included in this agreement.

Co-Author/Co-Creator

Name (please print): _____ Graduation Date: _____

Signature: _____ Date: _____

Co-Author/Co-Creator

Name (please print): _____ Graduation Date: _____

Signature: _____ Date: _____

Additional Advisor/Supervisor

Name (please print): _____

Department: _____

Signature: _____ Date: _____
