



JSTOR FORUM CONTENT, ACCESS, AND USAGE

PURPOSE

The University Libraries subscribed to JSTOR Forum, a web-based tool designed for image cataloging and media management. The purpose of this policy is to establish guidelines and principles governing the utilization and accessibility of the JSTOR Forum platform by AUB Scholar communities.

POLICY STATEMENT

JSTOR Forum features a range of cataloging and metadata management tools, along with a versatile and user-friendly publishing system that supports various media formats and multiple users.

JSTOR Forum subscription will provide a space where AUB Scholars can access, contribute to, and actively engage with academic content for educational purposes. To ensure a respectful, safe, and constructive environment for all users, we have established this policy that outlines guidelines for JSTOR Forum access, content, and usage.

AUB users can explore and browse publicly accessible non-restricted digital content published on JSTOR without the need for credentials.

The University Libraries adopts other platforms for archival digital collections and digital content preservation.

1. JSTOR Forum Access

- JSTOR Forum** requires credentials for AUB users to **catalog**, **upload** digital content, or **publish** content.
- Authorized AUB users** are **responsible** for maintaining the confidentiality and **security** of their **credentials**.
- JSTOR Forum facilitates collaboration among multiple institutions. If **access** is **required** by **non-AUB users**, this should be explicitly **communicated** to the University Libraries.

2. JSTOR Forum Content

The content uploaded to JSTOR Forum should be used only in accordance with their intended purpose and the associated licenses or permissions. Uploaded content can be published to JSTOR or other platforms.

- a. All digital content on **JSTOR Forum** should be for **educational or research** purposes.
- b. All **digital content** should be **tagged** with appropriate **metadata**, including keywords, descriptions, and copyright information.
- c. All content posted to JSTOR Forum must comply with **copyright laws**.
- d. All content posted to JSTOR Forum that will be published to JSTOR should have the necessary **permissions for publication**.
- e. All **digital files** must adhere to **formats supported** by **JSTOR** as outlined in Appendix A – JSTOR Supported File Types.
- f. JSTOR Forum content published on AUB JSTOR sites or any other AUB platform is expected to comply with the guidelines outlined in "Publishing Content on AUB Digital Platforms Requirements and Recommendations." These guidelines are prepared by the Office of Communications and can be accessed through the following link:

<https://www.aub.edu.lb/communications/Pages/Publishing-Content-Requirements.aspx>

PROCEDURES

The following steps are required for accessing the JSTOR Forum, cataloging, content uploading and publishing to JSTOR or other platforms.

1. Request Access to JSTOR FORUM

A. User Request

- a. AUB users can request access to JSTOR Forum by completing the form available at the following URL: <https://aub.libwizard.com/f/jstor-forum>
- b. AUB Libraries will evaluate the submitted form, which includes details about the project or collection such as title, description, content type, access type and other relevant information.
- c. AUB Libraries may ask for additional information to better understand and assess the users' needs.

B. Project Creation

AUB Libraries will create the JSTOR Forum project, choose the appropriate metadata schemas and configure the publishing target if applicable.

The term "project" within JSTOR Forum denotes the logical structure encompassing both the content and the metadata. At this stage no content or metadata will be uploaded or created, JSTOR Forum will be configured to allow for uploading content and adding metadata.

C. User Roles and Permissions

AUB Libraries will create the needed accounts, grant access to the users on the created project and assign roles based on the following permissions:

User Permissions	
Project Admin	Cataloger
Project Admin can access all records, cataloging forms, and publishing destinations within a project .	Project Cataloger are limited to the records, cataloging forms, and already chosen publishing destinations.

2. Content Upload & Metadata Creation

- a. Authorized Users can view, upload, and replace media files at the project level.
- b. Authorized Users can create or edit metadata records for a single or multiple items within a project.
- c. It is the responsibility of Authorized Users (Project Admins) to ensure that the content and metadata of the project align with initially provided information and intended purpose.
- d. There is no specified limit on the size of the files as outlined in Appendix A – JSTOR Supported File Types. AUB Libraries strongly advise avoiding large file size and can provide guidance or support on managing or compressing files to a manageable size.
- e. If a significant change to the project or collection, such as a drastic alteration in number of files, file size, content type, publishing target, or other aspects, it is crucial that the Project Admins inform the University Libraries. This notification is essential to accommodate users' needs.

3. User Support

- a. AUB Libraries will provide guidance and support to users **utilizing** JSTOR Forum.
- b. AUB Libraries will offer advice on **digital files** format, size, content, access type and other relevant aspects.
- c. AUB Libraries will guide on **metadata** schema and metadata creation for the created projects.
- d. If necessary, AUB Libraries will provide recommendations on **alternative** platforms or **solutions**.
- e. JSTOR Forum adheres to level 1 digital preservation following NDSA guidelines. To ensure the **digital preservation** of your project, further discussion with AUB Libraries is recommended to obtain the necessary support.

NON-COMPLIANCE

AUB Libraries reserves the right to revoke access or delete accounts if the users fail to adhere to these policies and procedures.

AUB Libraries reserve the full right to take down a published project and delete it, if necessary, in cases where the content breaches copyrights, violates publishing licenses or fails to comply with the "Requirements and Recommendations for Publishing Content on AUB Digital Platforms."

Access to these guidelines can be found through the following link

<https://www.aub.edu.lb/communications/Pages/Publishing-Content-Requirements.aspx>

APPENDIX A – JSTOR SUPPORTED FILE TYPES

<https://support.contributors.jstor.org/hc/en-us/articles/360034046433-Supported-File-Types-and-Sizes>
(updated Nov. 13, 2023)

Content Type	Supported File Types	JSTOR Download Format
Documents	PDF (.pdf)	PDF (.pdf)
	<i>Not supported when publishing to JSTOR Shared Collections:</i> Microsoft Word (.doc, .docx) Microsoft PowerPoint (.ppt, .pptx) Microsoft Excel (.xls, .xlsx)	N/A
Images	PNG (.png) JPEG (.jpg, .jpeg) TIFF (.tif, .tiff) JP2 (.jp2) GIF (.gif)	JPEG (.jpg)
	<i>Not supported when publishing to JSTOR Shared Collections: CR2 (.cr2)</i>	N/A
Audio <i>Support for publishing audio content to JSTOR Shared Collections was recently added.</i>	MP3 (.mp3) WAV (.wav)	MP3 (.mp3)
Video <i>Support for publishing video content to JSTOR Shared Collections is coming December 2023.</i>	ASF (.asf) MOV (.mov) MPEG (.mpg, .mpeg) AVI (.avi) WMV (.wmv) MP4 (.mp4) M4V (.m4v) 3GP (.3gp)	N/A
	<i>Not supported when publishing to JSTOR Shared Collections: QT (.qt)</i>	N/A

While there is no limit to size of files that can be uploaded, upload size may be limited by your browser and we recommend keeping batch uploads under 20GB. Please note if your upload takes more than 10 minutes the system may time out.