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This licence grants permission to deposit, archive, preserve and make publicly available this submission and future submissions in the Douglas College Institutional repository (commonly known as DOoR). In order to make this submission and future submissions accessible worldwide your agreement to the following is necessary.

You, the author(s) confirm and allow the deposit of your submission(s) in Douglas College Institutional Repository or any successor digital repository designated by the Library, and you grant to the Library the right to deposit the submission/s on your behalf.

You warrant that your submission(s) does not to the best of your knowledge, infringe upon the intellectual property rights, including copyright, of any third party. For example, you have been granted permission to use copyrighted images/pictures used in your PowerPoint presentation.

You represent that the submission(s) are your original work and as copyright owner you can grant the rights contained in this licence.

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You the author(s) grant to Douglas College the non-exclusive right to digitally preserve and make accessible your submissions worldwide in electronic format in perpetuity.

You agree that Douglas College may, without changing the content, migrate the submissions to any medium or format for the purpose of preservation. You also agree that Douglas College may keep more than one copy of these submissions for purposes of security, back-up and preservation.

You have consulted with your co-authors who agree to grant permission to the library to submit this research to the institutional repository. (separate signatures are preferred)

You understand that Canadian Copyright law applies to your submissions.

If sending a signed print copy of this agreement put in a sealed envelope and send c/o Gretchen Goertz to either campus library at Douglas College. You may also drop off in person or if more convenient, you may scan the signed document (both sides) and email to Gretchen at [goertzg@douglascollege.ca](mailto:goertzg@douglascollege.ca) .

Signature:

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Printed name:

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*Please add any further names and signatures as required in the spaces provided on the next page.*

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# Overview of the DOoR non-exclusive licence & submission agreement

- The library needs your permission to submit your research and scholarly work into the institutional repository (currently DOoR). In future, if we migrate to a new software you will also be granting us permission to move your works to this new repository.
- The DOoR non-exclusive licence / submission agreement affirms that you are indeed the author of the work and you have the right to grant the library permission to preserve and make available via the Douglas College institutional repository (DOoR). It allows the library to deposit your conference paper, conference ppt, conference poster, journal article, etc. on your behalf. It allows metadata to be added to describe your work, including using your abstract/summary for the description of your work.
- You are not relinquishing Copyright to your work but are allowing the library to make it available in the open repository for use that is non-commercial and educational. Eventually, it will be found in search engines.
- Please check the boxes beside each paragraph, print your name, sign and date. If you have co-authors please acknowledge that you have consulted with them and they agree that you can submit to DOoR.
- If convenient, after you have signed the document (we do not have electronic signatures at this time) you can scan the document and email back to me. Or if you prefer you can drop off the signed paper version (at either campus library), in a sealed envelope c/o Gretchen Goertz, Institutional Repository Librarian.
- If you have created your work in an open access journal or have applied a Creative Commons licence, it is still necessary for you to sign the DOoR agreement as it allows us to ingest and add metadata to describe your work. Additionally the DOoR agreement warrants that you are the creator/author of the work.
- FAQ's about DOoR can be found at <http://dc.bceln.saas.dgicloud.com/about/fag>
- If you have any further questions, please contact Gretchen Goertz at [goertzg@douglascollege.ca](mailto:goertzg@douglascollege.ca)