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# Digital Object Identifier (DOI) Minting Policy

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# Digital Object Identifier (DOI) Minting Policy

Research and Scholarly Communication Services

## Overview

One of the services available to members of the University of Massachusetts Medical School Community when they deposit material in [eScholarship@UMMS](mailto:eScholarship@UMMS) is to have a digital object identifier (DOI) minted for their work.

This policy articulates the scope of materials that can be assigned a DOI through the Lamar Soutter Library and the process of obtaining a DOI.

DOIs are permanent unique identifiers assigned to publications, data, and other scholarly products. DOIs make it easier for researchers' work to be discovered, cited, and credited to them. As part of the scholarly record, DOIs are indexed permanently and remain available in perpetuity.

## Resources in Scope

DOIs can be assigned to a number of digital objects in eScholarship@UMMS including:

- Book chapters
- Books
- Data and data sets
- Dissertations
- Images
- Posters
- Preprints
- Presentations
- Reports

DOIs can be assigned to digital objects that meet the following criteria:

- The object must be deposited in eScholarship@UMMS and therefore comply with the [eScholarship@UMMS Digital Collections Policy](#);
- The full text of the object must be made publically available. An embargo (i.e. a delay in online access to the full text) of up to two years can be requested. Copyright licenses may vary although we encourage [Creative Commons licensing](#);
- The object must not already have a DOI assigned to it through another institution, publisher, or repository.

A DOI can be assigned to a single file or a set of related files depending upon the circumstance.

For questions about the criteria above, please contact Lisa Palmer, [lisa.palmer@umassmed.edu](mailto:lisa.palmer@umassmed.edu).

## Metadata

Required metadata for digital objects deposited into eScholarship@UMMS and assigned a DOI include:

- Creator(s) and Affiliations
- Title
- Publication Year
- Description or abstract

Depositors may be requested to provide additional information, especially for data sets.

## Versioning

If depositors wish to submit a new version of a digital object that already has a DOI, significant changes in the new object will require a newly minted DOI and separate submission to eScholarship@UMMS. Low-level changes such as clarifications, correcting spelling, and fixing other minor errors can be made without having a new DOI assigned.

## Charges

The Lamar Soutter Library currently provides this service for **free** to the University of Massachusetts Medical School community. eScholarship@UMMS' EZID and CrossRef memberships are managed by the Lamar Soutter Library on behalf of the University.

## How to obtain a DOI

University of Massachusetts Medical School dissertations and data sets deposited in eScholarship@UMMS are automatically assigned a DOI. For all other DOI requests, please contact Lisa Palmer, [lisa.palmer@umassmed.edu](mailto:lisa.palmer@umassmed.edu). Please allow one week for DOI requests to be processed. Large or complex requests will require additional processing time.

## Contact

Lisa Palmer, Institutional Repository Librarian, Lamar Soutter Library  
[lisa.palmer@umassmed.edu](mailto:lisa.palmer@umassmed.edu); 508-856-4368

*This policy was last updated on May 12, 2017.*

*This policy was approved by the eScholarship@UMMS Management Team on July 17, 2017.*