

# IJS Research Community Code of Conduct

Researchers, students, and educators who wish to become members of the IJS Research Community and to use the RUAnalytic tool must agree to abide by the following rules:

- You are expected to self-govern your use of the collection and the RUAnalytic by adhering to the IJS Research Community Code of Conduct. IJS Research Community Administrators reserve the right to review any analytic in order to investigate a complaint that the Code of Conduct has been breached.
- All discussion will be professional and conscientious. Comments to analytics may be reviewed by IJS Research Community Administrators before or after submission. Please use discussion tools to collaborate meaningfully. Your profile will be linked to all comments so that others in the conversation can better understand your professional perspective. Comments that do not constitute respectful communication, from the IJS Research Community Administrators' perspective, will result in the discussion being embargoed from view.
- All articles referencing one or more IJS Research Community resources will appropriately reference the resource(s) following the relevant style guide in their discipline for digital resources.
- IJS Research Community videos are made available for viewing and for use in the RUAnalytic tool as streaming media. No clips may be downloaded to a desktop, server or other location without the written permission of the collection owners.
- As an RUAnalytic tool user, you may use the RUAnalytic tool to create clips and annotate existing digital resources included in the archives and to share the results of this work for research and education purposes only via a non-permanent URL.
- No IJS Research Community materials may be used for commercial purposes without the written permission of the collection owners. Commercial use is generally defined as use primarily intended for commercial advantage or monetary compensation. If you are in doubt whether your intended use is commercial, please seek the advice of legal counsel. IJS Research Community Administrators reserve the right to make final decisions on whether uses are considered commercial or non-commercial.

The IJS Research Community Code of Conduct consists of five basic principles incorporating the [Ethical Principles of Psychologists and Code of Conduct Including 2010 Amendments](#) of the American Psychological Association and the [Principles and Best Practices of the Oral History Association](#). This code of ethics applies to IJS Research Community participation, Institute of Jazz Studies materials use, and use of the RUAnalytic tool.

---

## IJS Research Community Code of Ethics

As is true with any archival collection, the need to prevent potential misuse or misinterpretation of resources is a responsibility shared by all members of the user community. This brief Code of Ethics is intended to prevent possible misuse by providing basic guidelines for conduct. We

expect our members to honor this code of ethics. If you are found to be in violation of the code of ethics, your access to the RUAnalytic tool and digital resources from the IJS collections will be revoked and your existing analytic collection will be permanently deleted.

## 5 Basic Principles\*

**1. Attribution for Contributors:** The Rutgers University Libraries and the Institute of Jazz Studies have worked for many years to collect and make available the collections you will use as you create analytics. In respect of this work and collaborative mission, you will carefully cite your sources. Consult the style guide in your discipline for proper citation formats for digital resources and analytics.

**2. Respect for Participants:** In your [Application for IJS Research Community Membership](#), you will note if you have received IRB certification for the study of human subjects. While this is not required for membership or use of data and collections, the principles of respect for participants are valid for any resources with human subjects and IRB certification is encouraged for further research using any data or collections with human participants.

Users of oral history collections in the IJS Research Community will abide by [Principles and Best Practices of the Oral History Association](#), specifically, Best Practice #8:

“All those who use oral history interviews should strive for intellectual honesty and the best application of the skills of their discipline. They should avoid stereotypes, misrepresentations, and manipulations of the narrator’s words. This includes foremost striving to retain the integrity of the narrator’s perspective, recognizing the subjectivity of the interview, and interpreting and contextualizing the narrative according to the professional standards of the applicable scholarly disciplines. Finally, if a project deals with community history, the interviewer should be sensitive to the community, taking care not to reinforce thoughtless stereotypes. Interviewers should strive to make the interviews accessible to the community and where appropriate to include representatives of the community in public programs or presentations of the oral history material.”

The data and collections in this resource are offered in order to facilitate scholarship in the areas of music, jazz and U.S. history (among other topics). For all users, and all collections, no harmful, libelous or defamatory personal characterizations or criticisms about interviewers, interviewees or subjects of digitized materials will be incorporated in analytics or comments about analytics or in any scholarly publication or presentation based on the IJS Research Community collections and data.

In general, consider how your analysis and work are contributing to the Institute of Jazz Studies’ and IJS Research Community’s mission to support scholarly, historical research and education in the fields of jazz and music history. Your contribution should support these missions. If any activity or scholarly work by a community participant does not support these missions, or is deemed unprofessional, or is in any way belittling to a participant or group of participants, the contribution will be removed from private workspace, and the participant’s membership in the community will be revoked.

**4. Copyright.** Resources in the IJS Research collections are protected by copyright. Materials viewed by patrons or supplied to patrons are reference copies. Our supply of copies does not constitute copyright permission for further uses and is not an authorization for any further uses involving reproduction, distribution, display, performance, or creation of permanent derivative works, including their use in publications and web sites. It's the patron's responsibility to obtain permissions that may be required to use works for purposes other than private study, scholarship, or research, or in excess of fair use.

You are required to review and abide by the entire [IJS Research Collection User Agreement](#) as a condition of using the data, collections and RUAnalytic tool available through the IJS Research Community.

**5. Sanctions:** If any of your contributions are found to violate the IJS Research Community Code of Conduct or do not align with the Institute of Jazz Studies or IJS Research Community missions, the IJS Research Community Administrators maintain the right remove the identified analytic or analytics. In addition, your user account may be closed.

\* *The five principles of the VMC Code of Ethics are derived from the TalkBack Code of Ethics referenced below.*

---

## References

American Psychological Association. (2014). *Ethical Principles of Psychologists and Code of Conduct Including 2010 Amendments*. Retrieved from <http://www.apa.org/ethics/code/index.aspx>.

MacWhinney, B. (2013, November 7). *Usage Ground Rules*. Retrieved from <http://talkbank.org/share/>.

MacWhinney, B. (2013, November 7). *TalkBack Code of Ethics*. Retrieved from <http://talkbank.org/share/ethics.html>.

Oral History Association (2009 October) Principles and Best Practices: **Principles for Oral History and Best Practices for Oral History**. Retrieved from <http://www.oralhistory.org/about/principles-and-practices/>

<p><b>Ready to join us? Please submit a <a href="#">IJS Research Community Application Form</a></b></p>
---