

## ISU Embargo Policy

As a public institution, ISU is committed to public access to all graduate theses/dissertations which reflect the knowledge created through students' scholarly research and creative activities. The Graduate School requires submission of theses/dissertations to ProQuest/UMI ETD and strongly encourages submission to ISURed. However, ISU is also committed to students' rights as authors, allowing students to delay access to their theses/dissertations as needed. When an exception to the immediate release of a thesis or dissertation is necessary, an embargo provides a temporary, delayed public release of the work. Embargoes of 6 months, 1 year, or 2 years are available without Graduate School review. When an embargo is granted, the title, abstract, author and program information will be accessible during the restriction period. The embargo periods for ProQuest and ISURed should be identical lengths of time.

While embargoes are not intended to be permanent, renewals of the original embargo may be considered by the Graduate School. Embargoes longer than 2 years are atypical and require review by the Director of the Graduate School and the Milner Library Copyright Officer. Renewals of embargoes should be submitted to the Graduate School within 1 month of the expiration of the current embargo. Embargoes extended beyond 2 years are rarely granted and only done so in extremely compelling situations.

An embargo past 2 years may be considered for the following reasons:

- Patentable rights are contained in the work and disclosure may be detrimental to the rights or interests of the author. The ISU Intellectual Property & Export Control Officer should be contacted by the committee chair as part of the embargo request.
- To protect the copyright potential of creative works such as first serial or book rights, a documentary, music score, artwork, etc.
- There is a need to prevent disclosure of government information about persons, institutions, technologies, etc. that is contained in the work.
- An academic or commercial press has expressed interest in acquiring the rights to publish the work as a book.
- The work contains content that has already been submitted to a peer-reviewed journal that may require an embargo. Check publishers' policies before submitting the thesis/dissertation.
- The work is based on data generated through research that will support other publications from people within the same research team (i.e. advisor). As a result, it may be necessary to refrain from releasing that data while other publications are prepared. An additional 2 years may be requested in this situation.
- Making the research publicly available might endanger research subjects or the author.
- Research and/or data is subject to review by sponsor or grantor prior to publication
- Research falling within policy [4.1.13 Classified Research](#)

The request to embargo must be approved by the student's committee chair and submitted to the Graduate School no later than the outcome of defense deadline. An embargo is requested by sending an email to the [ISU Copyright Officer](#).