

Deposit Agreement for Prism (for mediated deposit)

What is this form for?

[Prism](#) is Northwestern University Feinberg School of Medicine's repository for preserving and sharing scholarly work. This agreement ensures that deposits made on behalf of a faculty, staff, student or other party are properly authorized and managed.

Key Points to Know

- ✓ **You retain copyright** – If you are the copyright owner, this agreement does not transfer your copyright. You may still submit your work to publishers or other repositories.
- ✓ **Mediated deposit approval required** – If someone else is depositing on your behalf, they must ensure you have reviewed and signed this form before proceeding.
- ✓ **Metadata and files** – Your deposit consists of metadata (title, creators, description, etc.), with the option to include files. Deposits without files are called metadata-only records.
- ✓ **Choose your visibility** – You can select whether your record and files are public or restricted and apply an embargo if needed.
- ✓ **Northwestern University and Galter Library are not responsible** for the contents of the deposit. If, at any time, you discover that your acceptance of this agreement is inaccurate, you must contact Prism at prism@northwestern.edu immediately.

Please complete the following sections to indicate your deposit preferences and provide authorization for inclusion in Prism.

Step 1: Select Visibility of Your Record in Prism

(Check one)

- Public Record & Public Files** – Anyone can see the metadata and access the files.
- Public Record & Restricted Files** – Anyone can see the metadata, but files can only be viewed by specified users.
- Restricted Record & Restricted Files** – Only specified users can see the metadata and access the files.

 **Embargo option:** Restrict file access until a specific date. Files will automatically become public after this date.

Embargo date (YYYY-MM-DD): _____

Step 2: Choose a License

Specify how others can use your work. Use the links below to help choose.

- Creative Commons License chooser: <https://creativecommons.org/choose/>
- Other License options are here: <https://spdx.org/licenses/>

License Type: _____

Step 3: Provide Key Details (If Not in the File)

1. Preferred title: _____
2. Preferred publication date: _____
3. Author names : _____

If needed, please attach a separate document with additional metadata. See [all metadata fields](#) available in Prism.

Step 4: Sign to Confirm Your Agreement

- Check to indicate you are representing that you are at least 18 years of age, you agree to the terms of this Deposit Agreement, and you intend to be legally bound by it.

Signature: _____

Date: _____

Read the full Prism Deposit Agreement:

<https://libguides.galter.northwestern.edu/prism/deposit-agreement>