

UNIVERSITY OF PITTSBURGH PROCEDURE

CATEGORY: Research Administration

SECTION:

SUBJECT: Open Access Dissemination of Scholarly Works

EFFECTIVE DATE:

PAGE(S):

I. PURPOSE

To define the responsibilities and processes for depositing Scholarly Works into the University of Pittsburgh's Institutional Repository for the purpose of Open Access dissemination.

II. SCOPE

1. The procedure pertains to the depositing of research articles published in scholarly journals, hereinafter referred to as "Scholarly Work(s)" or "Works." Such Scholarly Works, often but not exclusively peer-reviewed, describe the results of research, which University Authors give to the world for the sake of inquiry and knowledge without expectation of payment.
2. The procedure outlines the responsibilities of the University Library System's Office of Scholarly Communication and Publishing to deposit Scholarly Works on behalf of University of Pittsburgh faculty (including postdoctoral appointments and associates), hereinafter referred to as "University Author(s)" or "Authors."
3. The procedure refers to use of the University's Institutional Repository, a freely accessible, digital archive that provides stable, long-term storage for and access to Scholarly Works.
4. The procedure is applicable only to the University Schools and Responsibility Centers that adopt it.

III. PROCEDURE

University Library System Office of Scholarly Communication and Publishing

As designee of the Office of the Provost, will deposit the Scholarly Works on behalf of University Authors into the Institutional Repository.

Will coordinate with Publishers or other providers to gather information about the Scholarly Works of University Authors created during the time this policy is in effect.

Will create and verify the bibliographic information about the Scholarly Work.

Will determine whether placement of a pre-publication manuscript, a final copy (pre-print), or the published version (post-print) of the Work in an Institutional Repository is allowed by the Publisher.

Will contact the University Author, as needed, for such copies, if the Publisher cannot provide them.

For works where copyright is owned by the Author, will designate Creative Commons licensing terms for the Work, indicating how the Work may be used by others. Creative Commons licensing that allows the Author to retain the highest level of rights (Creative Commons Attribution-Non-Commercial-No Derivatives CC-BY-NC-ND 3.0 license) will be applied, unless a University Author requests otherwise.

Will provide worldwide access to the Work, unless a University Author or Publisher requests that the Work be restricted to University of Pittsburgh users only.

Will provide immediate access to the Work, unless a University Author or Publisher requests that access to the Work be embargoed for a specified period of time.

Will advise others accessing or making use of the Scholarly Works to abide by the terms of use specified by the copyright owner (i.e., the Author or the Publisher).

Will evaluate the request for waiver from depositing a Scholarly Work and, as the Office of the Provost's designee, will determine whether to grant the waiver.

Will create a citation-only record for Scholarly Works that cannot be deposited into or must be removed from the Institutional Repository.

University Authors

Will not be required to deposit Scholarly Works to the Institutional Repository. Instead, all Works created while this policy is in place for the School or Responsibility Center to which the University Author belongs will be deposited on the Author's behalf by the Office of Scholarly Communication and Publishing.

Will retain copyright for the Scholarly Works deposited in the Institutional Repository, unless the Author transfers copyright for the Work to a Publisher or other Third Party.

May elect to deposit works themselves or designate a proxy to deposit their works, rather than having the Office of Scholarly Communication and Publishing do so on their behalf.

If copyright is owned by the Author, may select Creative Commons licensing terms for the Scholarly Work, indicating how the work may be used by others. If no Creative Commons license is specified by the Author, the Work will be licensed for Open Access under a Creative Commons Attribution-Noncommercial-No Derivatives license (CC-BY-NC-ND 3.0 license), affording the highest level of copyright protection to the Author.

May choose to restrict access to the Work to University of Pittsburgh users.

May choose to restrict access to the Work for an embargo period specified by the Author.

May request a waiver from depositing a Scholarly Work where permission to publish, archive, and make accessible a particular Scholarly Work in an Institutional Repository is not granted by the Publisher

May, at their discretion, deposit scholarly research materials other than peer-reviewed scholarly journal articles, such as books, book chapters, manuscripts, monographs, conference materials, multimedia files, and data files supporting research.

University Office of the Provost

Will evaluate appeals of decisions to deny waivers to the deposit requirement for the Institutional Repository.

IV. EXHIBITS

- Creative Commons licensing
- Frequently Asked Questions from the Report and Recommendation on Open Access
- Institutional Repository Author Agreement
- Open Access Background Report
- Sherpa-RoMEO website

V. REFERENCE