جامعة فلسطين التقنية - خضوري

Palestine Tichnical University-Kadoorie

PTU
Kadoorie خضوري

دولـــة فلســـطين

وزارة التربيــة والتعليــم العـالي
State of Palestine
Ministry of Education & Higher Education

Palestine Technical University – Kadoorie Open Access Repository (OAR)

Introduction and background

Open Access to research publications involves making them freely available online rather than charging readers to read and use them. Open Access to research data makes data more widely available for re-use by others to support research, innovation and wider public use.

PTUK calls for all author accepted manuscripts of journal articles or conference proceedings to be deposited in an Open Access Repository at the time of acceptance for publication. Learning objects, datasets, diagrams or graphs, charts, multimedia, videos… etc. would be deposited to the Open Access Repository.

The University's Open Access policy framework

PTUK University reviewed its Open Access Policy Framework. The new policy, set out below, has been approved by the Open Access Project Board and the Research Policy Committee. A PDF version of the policy is available on the university website.

Open Access Publications Policy Framework

This document sets out the University's framework for ensuring that publications authored by University researchers, staff and students are made Open Access (OA), where applicable.

Position statement

Palestine Technical University is committed to disseminate its research and scholarship as widely as possible to contribute to society as well as to academic advancement, in accordance with the University's core values. All journal articles and conference proceedings should be submitted to the University's Open Access Service based in the Office of Scholarly Communication. The Faculty of PTUK is committed to disseminate its research and scholarship as widely as possible. Through disseminate a copy of their research (the open access mandate), or by providing a copy of all of scholarly articles to the PTUK Digital Library (the deposit requirement).

All learning objects, datasets, diagrams or graphs, charts, multimedia, etc. should be submitted to the Open Access Repository.

Each Faculty member grants to The University the permission to make available of their scholarly articles and to exercise the copyright in those articles.

Each Faculty member grants to University Digital Library, acting on behalf of PTUK, a nonexclusive, irrevocable, worldwide license to exercise any and all rights under copyright relating to each of their scholarly articles, in any medium, provided that the articles are not sold for a profit, and to authorize others to do the same.

The policy applies to all scholarly articles authored or co-authored. Except for any articles completed before the adoption of this policy and any articles for which the Faculty member entered into an incompatible licensing or assignment agreement before the adoption of this policy.

Each Faculty member will provide an electronic copy of the author's final version of each article no later than the date of its publication at no charge to PTUK Digital Library, or its successors, in an appropriate format. PTUK Digital Library, or its successors, may make the article available in an open access repository.

PTUK Digital Library, or its successors, will be responsible for interpreting this policy, resolving disputes concerning its interpretation and application, and recommending changes to the Faculty from time to time.

The Open Access Service will make as many outputs OA as possible in accordance with copyright and license agreements. Additionally, the University encourages researchers to make monographs and book chapters available OA and is committed to assisting researchers to make them freely accessible in the public domain.

The policy will be reviewed after **##y**ears and a report presented to the Faculty

The payment of additional funds to publishers on top of subscriptions (known as 'hybrid' publishing) is considered to be an ineffective transition mechanism towards a wider OA system. Therefore, the University is actively engaging with the negotiation of offsetting arrangements with publishers and is supporting other OA activities that are deemed to improve the OA provisions available to the University's researchers.

The University will provide the mechanisms and infrastructure necessary to help researchers comply with funders' OA policies. However, researchers must bear some of the responsibility for complying with these policies, as well as with publishers' policies. The complementary responsibilities of the University and the researchers are detailed below.

The University is committed to supporting researchers' freedom to choose where to publish, as long as the journal of choice is not in conflict with their funders' contractual requirements.

Definitions

Author's Accepted Manuscript (AAM)

The author's final accepted manuscript that contains all the changes made after peer-review but has not been typeset or copyedited by the journal/publisher in any way.

Gold Open Access (open access journal)

Open access at the time of publication. The final publisher's version is Open Access via the journal's website without any embargo period. Gold Open Access can be considered to be 'born Open Access'. Fully Open Access journals* sometimes (but not always) charge a fee for publication.

Green Open Access (Self-archiving)

Making a version of work available in an Open Access repository, for example, an institutional repository. This is usually allowed within the standard copyright terms of a journal and is not associated with any additional cost. Publishers may apply an embargo to manuscripts in a repository.

Hybrid Journal

A hybrid journal is a subscription journal where individual articles can be published Open Access on the payment of an article processing charge. Some publishers recognize the extra cost burden on institutions with hybrid journals by offering 'offset' discounts.

Open Access

In the broadest sense this means the output is freely available online. This can be achieved through either green or gold Open Access routes.

Open Access Journal

Open Access journals are journals in which all the articles are available Open Access. There is no cost to the reader. The business model of these journals is either through support from learned societies, professional organizations or institutions, where there is no cost to the author, or through article processing charges which are generally met by funder grants.

Request a Copy Feature

This is a mechanism in the repository whereby if an item is not freely available to a reader they can send a request to the author via the repository for a copy of the work held in the repository.

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Responsibilities of the University

i. To provide a central OA service that helps authors to comply with all the relevant OA requirements and reduces the administrative burden of OA policies on academics.

ii. To assist researchers in depositing their publications into the institutional repository in a timely fashion and in accordance with funders' requirements and respecting the copyright terms and conditions of publishers. This is done via the OA submission system. The University will also update and curate the records of the papers in the repository, and manage any embargo periods, as appropriate.

iii. To ensure the long term preservation of publications in the repository and maintain the repository accordingly.

iv. To facilitate the 'request a copy' feature in the repository for papers that cannot be made freely available due to copyright or other restrictions.

v. To advocate for OA to researchers, Departments, Faculties and Schools and communicate with them about OA requirements and the services offered by the University to help researchers comply.

vi. To manage the block grants awarded to the University in an effective and responsible manner. The University recommends green OA as the most cost-effective way to achieve greater public access to research outputs in the short-term and supports this through points from(i-iii). Publication in fully gold OA journals is supported through funds provided by block grants and the University recognizes that publication in gold OA journals might be the most sustainable way to support OA in the mid- to long-term. Publishing gold OA in a hybrid journal will only be recommended when it is necessary for compliance with funders' policies.

vii. To optimize publishing options available to researchers by investigating offsetting deals and signing up to these if they are deemed to be cost effective and in the researchers' and University's interest.

viii. To review the effectiveness of this policy internally through compliance reporting.

Responsibilities of Researchers

- To upload all their journal articles and conference proceedings to the University's OA Service as soon as possible after they have been accepted for publication and no later than 3 months after this date. The version that should be uploaded is the author's accepted manuscript and the upload should take place via the submission system at https://scholar.ptuk.edu.ps/

- All learning objects, datasets, diagrams or graphs, charts, multimedia, etc. should be submitted to the Open Access Repository

- To ensure their journal choice is compliant with their funders' requirements. Researchers are encouraged to contact the Open Access Service for advice.

- To ensure their papers are published with the correct license according to their funders' requirements.

- To engage with the information offered by the University on OA issues, and attend training sessions as appropriate.

- To ensure OA publication costs are budgeted for in grants (if appropriate) and to safeguard this money within research budgets for this purpose. Researchers are encouraged to contact the Open Access Service or their proposed funder for advice.

- To make their best effort to reply to any 'request a copy' communications and keep their contact details up to date with the University, especially if one of their outputs is archived in the repository but not freely available.

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General Roles and Responsibilities

Each Faculty has a Research Engagement Librarian responsible for day to day engagement and contribution to Faculty Research Committees.

The Open Access Development Manager and the Research Data Development Manager have responsibility for managing the Library services supporting open access and to specifically support cultural change across the University.

Where the University holds awards from funders to support article processing and other open access charges the Library will manage these funds in liaison with Faculties through the Open Access Group.

Where outputs are deposited in the institutional repository the Library will take responsibility for ensuring:

- Metadata provided at acceptance is updated once the output is published where this information is publicly available and import can be automated;

- The correct reuse license is applied to author manuscripts in the institutional repository where this is clear from the publisher. Guidance will be given to authors on the license required by a publisher where an Article Processing Charge is paid or for other forms of output where the author negotiates directly with a publisher, the author retains copyright or the copyright is with PTUK;

- Any exceptions are recorded and agreed with the depositor. Where issues arise these will be referred to PTUK. Aside from marking up gold open access publications it is expected that there will be few exceptions;

- All documents can support an in text-search, working with the author to resolve any problems. Advice will be provided on further maximizing impact by facilitating text mining;

- Where publishers provide metadata and/or author manuscripts at point of acceptance every effort will be made to automate import of these outputs.

- Every effort will be made to support data exchange between repositories, but information within Pure will be the single source of information for monitoring compliance with depositing outputs. It is the responsibility of the author to ensure that sufficient bibliographic information about their publications is lodged in Pure to meet policy requirements.

- I-Solutions is responsible for ensuring that outputs remain discoverable via search engines and that platforms are configured to maximize exposure of research outputs.

- Communications and Marketing is responsible for ensuring that research outputs are presented effectively on staff profiles and other webpages where appropriate, maximizing the exposure of research.

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Training and advice

There will be one-stop-shop information on the Library website which will include or provide links to:

- Funder's policies and requirements;
- Guidance on retaining copyright of works and issues relating to copyright and licences;
- A checklist of issues to consider when selecting where to publish;
- Guidance on depositing in Pure and making outputs open access;
- How to apply for payment of article processing charges or cost publications into a grant where this is required by funders;
- Information on current issues in scholarly communication and the publishing landscape including appropriate innovations and cost models.
- Training and support from the library will include:
- Embedded open access training within the Doctoral College and Staff Development programs;
- Bespoke seminars, talks and other forums as required for Faculties, from Faculty-wide events to discussions with individual research groups;
- Individual support through appointments with the Training Service;
- A dedicated open access enquiry service dspace@ptuk.edu.ps

Evidence and reporting

A pre-defined open access report will be stored in Pure which will allow reporting from Pure by Faculty, Department or other group entity in Pure. The report will show for journal articles and conference proceedings: Date of metadata and file deposit and date of acceptance and online first publication; Outputs marked as research framework exceptions by type; Reports will also be created to provide an overview of all output types, which can be granular by type, showing the total number of open access outputs and percentage of open access outputs over a given time period.

The Library will provide these monthly reports to Deans Research as standard with bespoke reports developed and run as required by Faculties. Support will be provided to staff in Faculties and Services who wish to develop and run reports.

The Library will endeavor to ingest outputs once published into Pure where no record exists in Pure in order to identify lack of compliance with the policy requirements to deposit on acceptance e.g. via Scopus. However there is no guarantee this can be comprehensive as:

- Not all outputs are covered by such databases
- Issues with name affiliation, both organizational and personal, could lead to omission of relevant outputs. Use of Open Researcher and Contributor ID (ORCID) by researchers is strongly encouraged.

Every effort will be made to support data exchange between repositories, but information within Pure will be the single source of information for monitoring compliance.

Where the University holds awards from funders to support gold open Finance will provide a monthly statement of spend against these funds.