

Open Access Publications Policy

Document Title: Open Access Publications Policy			
Version No.	V3.0	Policy Owner	Jane Aiken/ Carol Dell-Price
Superseded version	V2.0 2015	Author Role Title	Deputy Director (content & Research Support)/Academic Librarian (Research)
Approval Date	15 January 2020	Approved by	UAB
Effective Date	15 January 2020	Review Date	April 2021

1. Principles

Teesside University is committed to ensuring that the outputs of its research can be accessed readily. We believe that maximum visibility and accessibility can be achieved through unrestricted online access, and we support the ambition of research funders to allow access to research outputs to the widest possible community.

The University will continue to support and enhance its institutional repository as a mechanism for recording details of all outputs published by authors, and a means for making post-prints openly available online.

The University's choice of the green route to open access is by making the post-print of a published output accessible through the University's institutional repository, TeesRep.

This document specifies policies for the management of the TeesRep collection of research material and will be reviewed at the end of every academic year.

2. Objectives

The main objectives of TeesRep, Teesside University's Institutional Repository, are to:

- Disseminate widely the intellectual output of Teesside University through electronic access to research publications.
- Support open access publishing and routes to open access materials.
- Provide support for the Research Excellence Framework (REF).
- Increase citation rates for Teesside University research papers.
- Capture and preserve the University's intellectual outputs.
- Support the development of a healthy research environment by providing researchers with access to the full range of research activity.

3. Teesside university Archiving Mandate

All Teesside University researchers are mandated to deposit the publicly available output of the University's research activity into TeesRep, the University's Institutional Repository. This is in line with requirements for REF submission as outlined in the guidance at <https://www.ref.ac.uk/guidance/>

This enhances record keeping, research asset management and performance evaluation purposes, and in order to maximise the visibility, accessibility, usage and impact of our institution's research output.

Any output which by dissemination would infringe legal compliance or which contains confidential material should not be deposited.

4. Metadata Policy

Anyone may access the metadata free of charge and the metadata may be re used in any medium without prior permission for not for profit purposes.

5. Data policy

Anyone may access items free of charge and unless otherwise specified the work contained in TeesRep is licensed under the terms of a [CC-BY-NC-ND](#) licence.

TeesRep is not the publisher, it is the online archive and although mention of TeesRep is appreciated it is not mandatory.

6. Content Policy

The Teesside University Archiving mandate requires all researchers to deposit the publically available output of their research into TeesRep and from 2010 authors have been required to provide bibliographic details and full text for the following types of output.

- Journal articles published in a peer reviewed journal, while employed by Teesside University
- Conference proceedings produced while employed at Teesside University
- Theses submitted and passed by Teesside University Research

Degrees Committee

From September 2010 authors have been required to deposit bibliographic details and strongly encouraged to include full text for all other research outputs

The deposit of any full text version is subject to publisher restrictions. The TeesRep manager will retain the right to exclude any items submitted to the repository if it contravenes this Content Policy

7. Submission Policy

Teesside University has had an archiving mandate since September 2010

From 1st May 2015 in addition to the Teesside University Archiving Mandate, Authors are required to add the following to TeesRep:

- Bibliographic information (metadata) describing the output, for example authors, title, journal, abstract and acceptance date.
- The post-print version of the output (the file type must allow electronic searching within the text), respecting the publishers' copyright permissions
- A signed Electronic Theses Deposit Agreement for all theses which will be retained in the repository

When an output is accepted for publication it is the **author's responsibility** to immediately update their TeesRep record. Failure to do so may result in outputs not being compliant and therefore not eligible for potential inclusion in REF 2021

It is the **author's responsibility** to notify the TeesRep team of the publication date in order that embargo periods can be accurately calculated. Embargoed outputs will be added to TeesRep but will be suppressed until the end of the embargo period.

Authors and administrators will make every effort to ensure that deposited items comply with copyright regulations.

Authors are also strongly encouraged to retain ownership of copyright of published research outputs where possible and may only submit their own

work to TeesRep.

Depositing an Item in TeesRep indicates the author's permission for work to be held in TeesRep.

Teesside University Senior Managers, Deputy Vice Chancellor (Research and Innovation), Director of RIS, Director of Student and Library Services, Assistant Deans (R&I) have responsibility to facilitate the deposit of research outputs by research active staff.

The TeesRep manager will be able to edit metadata, determine accessibility based on copyright agreements and convert files to commonly used formats.

The TeesRep manager only vets items for the eligibility of authors, relevance to the scope of TeesRep, and valid layout and format.

The validity and authenticity of the content of submissions is the responsibility of the author but items will be checked by the manager before they are made publicly available.

When research is generated as a result of collaboration between multiple authors TeesRep will accept the agreement from the researcher at Teesside University, on behalf of his/her co –authors, in good faith.

If TeesRep receives any query regarding copyright violation, (under the provisions of clause 9) the relevant item will be removed immediately and investigated.

Training in the purpose, value and impact of TeesRep will be offered to all researchers.

8. Preservation Policy

Teesside University Senior Managers, Deputy Vice Chancellor (Research and Innovation) Director of RIS, Director of Student and Library Services, Assistant Deans (R&I) will have responsibility at a strategic and advocacy level, to ensure that TeesRep is firmly embedded into the strategic thinking of the University.

Items will be retained indefinitely and TeesRep will try to ensure continued readability and accessibility but it may not be possible to guarantee the readability of some unusual file formats. Items will be migrated to new file formats where necessary and where possible software emulations will be

provided to access un migrated formats.

If an author leaves Teesside University their items will be retained in TeesRep.

Items may not normally be removed from TeesRep.

Acceptable reasons for withdrawal/refusal include, but are not limited to:

- Journal publisher rules
- Proven copyright violation or plagiarism
- Legal requirements and proven violations
- National security
- Falsified research
- The item is in a format which cannot be stored or displayed properly
- The item has a virus or other technical problem

If necessary, an updated version may be withdrawn from public access.

In the event of TeesRep being closed down the database will be transferred to another appropriate archive.

Regular monitoring and review of TeesRep will be carried out and reported annually to the University Research and Innovation Committee (RIC).

9. Take-down Policy

If the TeesRep team are notified of a potential breach of copyright or receive a complaint based on the acceptable reasons for withdrawal the item will be removed from public view pending an investigation.

Queries will be passed to the Director of Student and Library Services, or their nominee who will make a decision as to whether the item should be withdrawn from TeesRep.

The complaint will be acknowledged within five working days.

The Director, or their nominee will commence procedures to investigate the item, in liaison with Legal and Governance Services.

Where the grounds for complaint are considered plausible, the material will be permanently withdrawn from the repository.

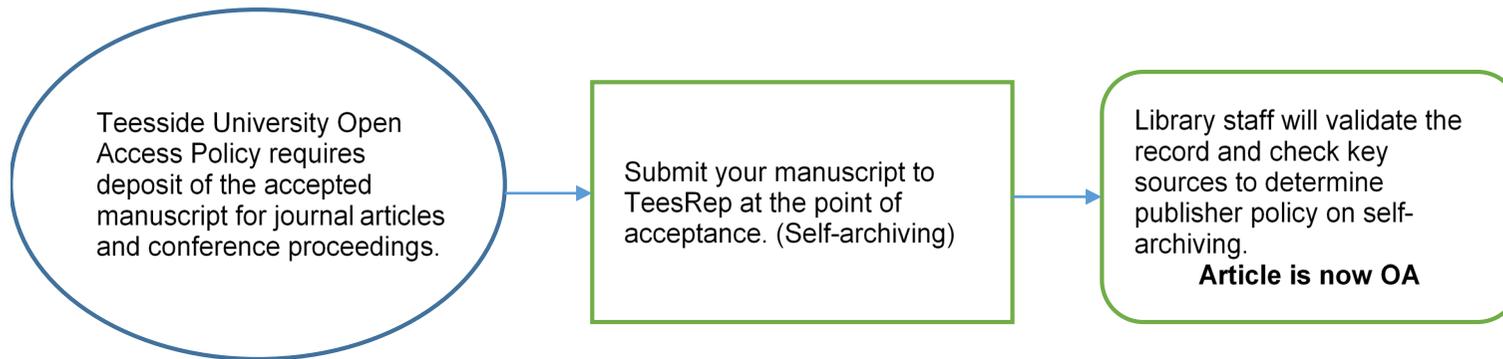
To make a complaint about a TeesRep item please provide your contact details, the title, description and URL for the item, and an outline of the reasons for the objection. Complaints should be sent to researchportal@tees.ac.uk

A

Making your research Open Access using TeesRep.

Green route.

A version of the published work is made freely available via TeesRep. This is subject to conditions set out by the publishing journal.



Gold route.

The publisher makes the published work freely available to all at the point of publication. In order to do this, the publisher may apply an Article Processing Charge (APC) to cover the publication cost.

