

University of Prince Edward Island	Policy No:	Revision No: 0
Policy Title: Open Access & Dissemination of Research Output		Page: 1 of 4
Creation Date: 10 February 2012	Version Date: 10 February 2012	Review Date: 2014
Authority: Senate	Responsibility: Research Advisory Committee	WWW Access:

1. Purpose

- 1.1 To facilitate preservation of and access to UPEI's scholarly output and research.
- 1.2 The Internet has vastly expanded the potential for dissemination of research output. Open access - free online availability - to the works that scholars have traditionally given away, in particular research articles, ensures the creation of a vibrant and accessible scholarly landscape. One copy of an article posted on the World Wide Web is freely available to anyone, anywhere. Open Access to the scholarly output of UPEI enhances the visibility and impact of UPEI research, for the individual researcher, departments and researchers, the university itself, and on a broader scale, scholarship per se. Research funding agencies and universities around the world either have, or are developing, open access policies. UPEI is aiming for a repository and accompanying policy that will be considered an exemplar for universities around the world.
- 1.3 The University community is committed to disseminating the fruits of its research and scholarship as widely as possible. In keeping with that commitment, the University adopts the following policy:
- 1.4 Scholars are encouraged to make their scholarly articles available and when possible, to retain copyright for their own intellectual work. The policy will apply to all scholarly articles written while the person is a member of the UPEI community except for any articles completed before the adoption of this policy and any articles for which the scholar entered into an incompatible licensing or assignment agreement before the adoption of this policy.
- 1.5 UPEI will provide assistance in making digital copies available and depositing them in a suitable repository. When possible, that will include deposit in the IslandScholar Repository.
- 1.6 The policy is to take effect immediately.

2. Scope

- 2.1 All UPEI scholars, including, but not limited to, staff, faculty, graduate and undergraduate students.

3. Responsibility

- 3.1 This policy is authorized by Senate.

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- 3.2 The overall authority for this policy shall be the Senate.
- 3.3 The development and maintenance of the policy is the responsibility of the Research Advisory Committee of Senate.
- 3.4 The administration of this policy is the responsibility of the VP Research.

4. Policy

- 4.1 Scholarly research be deposited in an institutional repository (i.e., IslandScholar).
 - 4.1.1 UPEI scholars are encouraged to routinely provide a copy of their article published in a scholarly journal or conference proceedings to place in the non-commercial open-access IslandScholar Repository, and to deposit in other open access repositories where such deposit is required by a funding agency, or desired by the author.
 - 4.1.2 The scholarly work would be deposited, as the author's final post-peer review manuscript or (where permitted by the publisher) the publisher's PDF, immediately on acceptance for publication or presentation at a conference.
 - 4.1.3 Wherever possible, open access would be provided immediately. A delay or embargo period before open access is provided, typically no longer than 6 months from the official date of publication, may be set in accordance with publisher policies.
 - 4.1.4 To provide open access to the research repository via accepted international standards, such as Open Archives Initiative (OAI) and OAI Object Reuse and Exchange (OAI-ORE).
 - 4.1.5 Scholars are encouraged to consider publishing in journals that freely and routinely provide the rights needed to fulfill this policy. In the event that a faculty member is requested to assign all or a part of his or her copyright in such scholarly work as part of a publication agreement, the faculty member is encouraged to request in the publication agreement the right, at minimum, to deposit in the IslandScholar system. The SPARC Canadian Author's Addendum to Publication Agreement may be used for this purpose.
 - 4.1.6 Scholars are encouraged to consider open access and affordable / sustainable scholarly communication venues in deciding on where to publish scholarly work and participate as peer reviewers or editors.
 - 4.1.7 Scholars are encouraged to deposit other types of works in IslandScholar Repository, such as preprints, research data,

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conference presentations and posters, and any other material deemed appropriate as representative of the individual's scholarly output. Where works cannot be easily transformed into a digital format for deposit, a descriptive metadata record be added to IslandScholar as a record of the work. The Library will provide scholars with the assistance needed to deposit their works in the repository.

4.1.8 Graduate students are encouraged to place in the IslandScholar Repository their signature/capstone projects, Master's or PhD thesis, immediately on acceptance.

4.1.9 Undergraduate students are encouraged to place in the IslandScholar Repository their honours thesis, immediately on acceptance, with the approval of their supervisor.

4.2 Scholars' research data be deposited in a Virtual Research Environment (VRE):

4.2.1 UPEI researchers and research groups are encouraged to deposit research data in a VRE (or similar repository) where appropriate and where the VRE has been provided to meet the research needs.

4.2.2 Research data be made accessible in a fashion and timeline deemed appropriate by the researcher/research group. Where possible, research data would be made publicly accessible on publication of results of the research. Where privacy rights of human subjects conflicts with full public access, the researcher/research group will aim for the most public access possible and consistent with privacy, for example by providing anonymized data, or providing full access to data to other research groups that can demonstrate having met acceptable research ethics guidelines for handling such private information.

4.2.3 On publication of the results, research data be linked to the final scholarly output in such a way as to satisfy funding agencies' requirements, as applicable.

4.3 Miscellaneous items/issues:

4.3.1 Where deposit in other repositories is either required or preferred, the scholar agrees that the Library staff may deposit in the other repository and/or copy items from the other repository to IslandScholar Repository where permitted. When there are multiple authors from a number of different institutions with similar policies, scholars will place the item in the IslandScholar Repository if listed as first author, or if no other author has deposited the item in an open access repository. If the item has been placed in another repository by another author, UPEI faculty may satisfy this policy by placing the metadata and URL to the open access version in IslandScholar.

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5. Reporting and Review

- 5.1 The University Librarian will submit an annual report to the Research Advisory Committee on Open Access participation through UPEI's repository, Island Scholar. Initial review of this Policy will be initiated by the Vice President, Research, after 3 years.