



# **eCopyright @ University of Pretoria**

**Presented to members of the UNISA Community  
10 April 2008**

**Presented by Jacob Mothutsi & Elsabé Olivier  
Department of Library Services, University of Pretoria**

# Key questions

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- What is an 'institutional repository'?
- Why set them up?
- How can they be set up?
- How do people use Institutional Repositories?
- What might an institutional repository contain?
- What might an institutional repository not contain?

# What is an institutional repository?

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- It is a database with a set of services to capture, store, index, preserve and redistribute a university's scholarly research in digital formats
- It is a set of services that a university offers to the members of its community for the management and dissemination of digital material created by the institution and its community members

# Why set them up?

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- To capture and preserve the intellectual output of the University
- Adding to the University's prestige by showcasing its academic research
- To enable the University to publicise its research and teaching programmes by enabling access to the work of its staff and students

# How do people use Institutional Repositories?

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- Scholarly communication
- Storing learning materials and courseware
- Electronic publishing
- Managing collections of research documents
- Preserving digital materials for long term
- Adding to the university's prestige by showcasing its academic research
- Institutional leadership role for the library
- Knowledge management
- Encouraging open access to scholarly research
- Housing digitized collections

# What might an IR contain?

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- It might contain the intellectual output of the university in the form of:
  - Pre-prints of articles or research reports submitted for publication
  - Text of journal articles accepted for publication
  - Revised text of published work with comments from academic readers
  - Conference papers
  - Teaching material
  - Student projects
  - Doctoral theses and dissertations
  - Datasets resulting from research projects
  - Committee papers
  - Computer software
  - Photographs and video recordings

# What might an IR not contain?

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- The answer to this question is linked to the ownership of copyright or licensing terms and this means:
  - the repository may only contain work of which copyright is owned by the author or university, or for which permission has been obtained to include a copy of the work in the repository
- The repository **should not** contain content for which suitable copyright or licensing arrangement have not been made

# Major steps in building an IR

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- When building an IR, the following steps are taken
  - Learning about the process by reading about and examining other institutional repositories
  - Developing a service definition and service plan
    - Conduct a needs assessment of your university
    - Develop a cost model based on this plan
    - Create a schedule and timeline
    - Develop policies that govern content acquisition, distribution, and maintenance
  - Assembling a team
  - Choose and install software platform
  - Marketing
  - Launching a service
  - Running a service



# IR training programme

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- Institutional Repository - Ina Smith
- Copyright
  - Copyrighted material (e.g. books, videos, etc.) - Jacob Mothutsi
  - Journal articles - Elsabé Olivier
- Digitization - Ria Groenewald
- Metadata - Amelia Breytenbach
- Marketing - Elna Randall & Hettie Groenewald

# Understanding Intellectual Property Rights

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- To deliver an effective copyright service to the students & staff of UP
- It is the **first point of contact** for assistance with copyright issues & undertakes duties required by the University to meet its copyright obligation under the legislation
- Coordinates the maintenance of a centralized management approach to access, interchange and delivery of information across the university
- It is the central point of audits and surveys conducted for or by collecting agencies
- Responsible for the copyright policy and procedure

# Role of the Copyright Officer

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# Copyright & Content Licensing

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- Institutional repositories deal with copyright issues on two fronts:
  - In collecting content from scholars, by which they must secure the rights to distribute and preserve the content, and in
  - Distributing content to end users, by which they must balance the tenets of open access with copyright protection
- Content Licenses
  - Content Licenses are the legal agreements by which content can be distributed

# Impact of copyright on Institutional Repository

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- Copyright should be obtained from the copyright owner
- Copyright is cleared by the Copyright Office

# Policy guidelines for institutional repositories

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- Each University that develops an online institutional repository needs to research and write policies and regulations for its collections
- There are sample online policies that one may need consult

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# Permission letter

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**Department of Library Services**

[Date]

Dear Sir/ Madam

**Request for permission to submit a published chapter from a book to the Digital Research Repository of the University of Pretoria**

The University of Pretoria, South Africa is in the process of setting up a digital repository of locally produced knowledge products (<https://www.up.ac.za/dspace/>). We would like to add chapters authored and co-authored by UP staff and students while affiliated with the University of Pretoria, and would therefore appreciate it if you could consider giving the university permission to upload the following:

Title of publication:

Editor/s:

Chapter title:

Chapter pages:

Author/s of chapter:

ISBN:

Full credit will be given to your publication.

I am looking forward to your positive response.

Kind regards

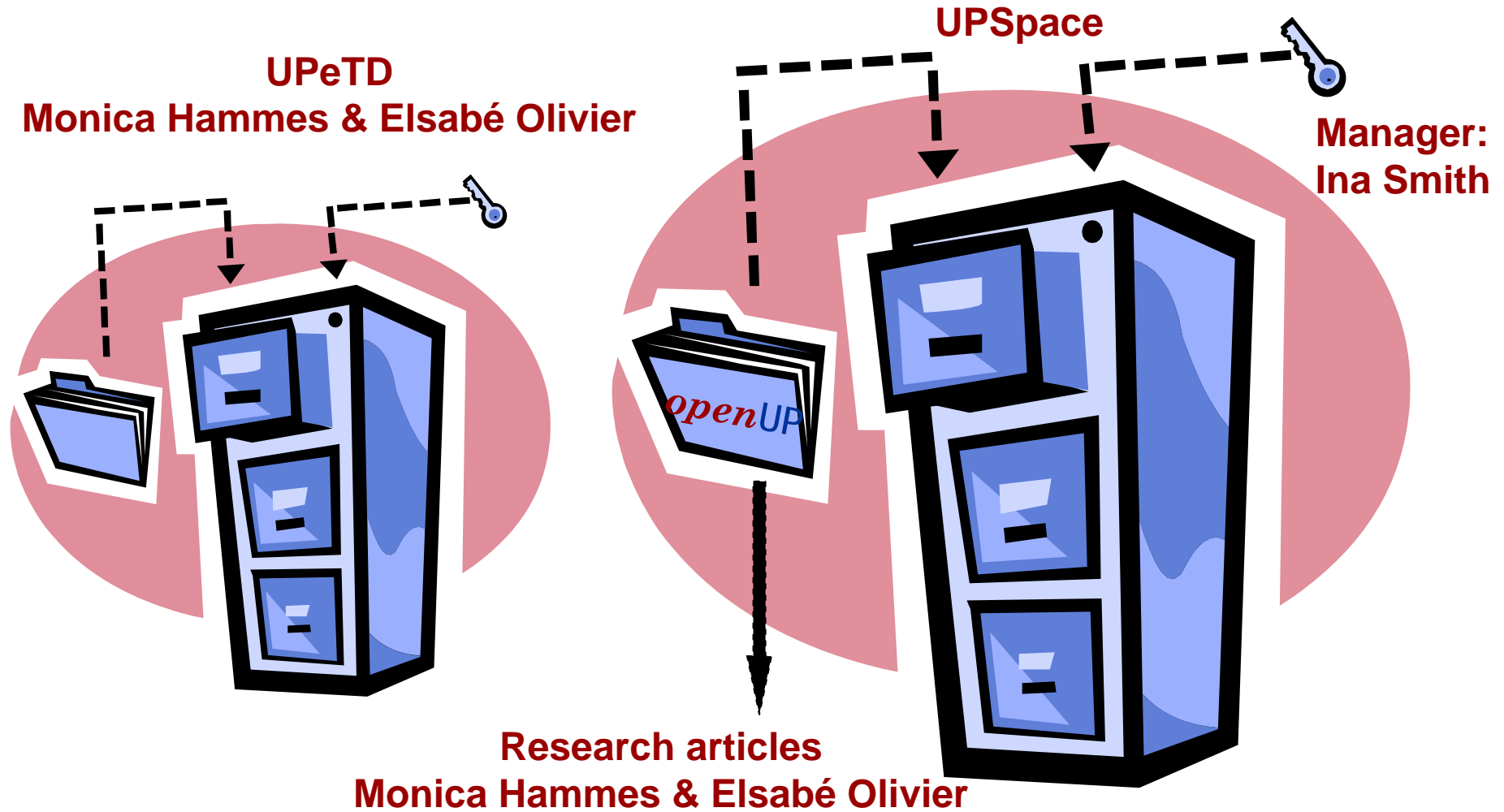
Jacob Mothutsi

Copyright Officer



# UPSpace & UPeTD

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# Open access

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- Open access/open content is the name given to an **international movement**
- Open access (OA) is **immediate/unrestricted** access to digital scholarly material
- Aims in **opening access** to the international research output towards the advancement of science and providing equal opportunities to researchers worldwide
- It builds on the **philosophy** that the majority of research is done with public money
- Hence the public should have access to the results at **no further cost**
- It implies a new **business model** where the creators of knowledge retain copyright and take responsibility for the dissemination of their products

# Value of open access

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- Authors & researchers
  - Maximize research impact
  - Showcasing research achievements
  - Long term archiving of your research papers
- Readers
  - Users in developing countries – no subscriptions
- Institutions
  - Complete record of scholarship, archiving & preservation
  - Partnership with national and global initiatives

# Open Scholarship strategy

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- Goal:
  - To change scholarship practice at UP towards becoming an Open Scholarship institution
- Philosophy:
  - The job of research is only half-done if the results of that research cannot reach the widest audience (Wellcome Trust)

# Open Scholarship characteristics

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- **Theses/dissertations** are available online based on a policy of mandatory submission
- **Research/conference papers** are available online
- **Researchers** actively **contribute** based on a policy of mandatory submission
- Researchers/students actively **use** OA material
- Researchers **publish** in available OA journals
- Researchers actively **manage** their **copyright**
- Institution's **publishing house** is available OA
- The institution publishes its own **online OA journals**
- **Dissemination** forms part of its publication strategies

# Mandate

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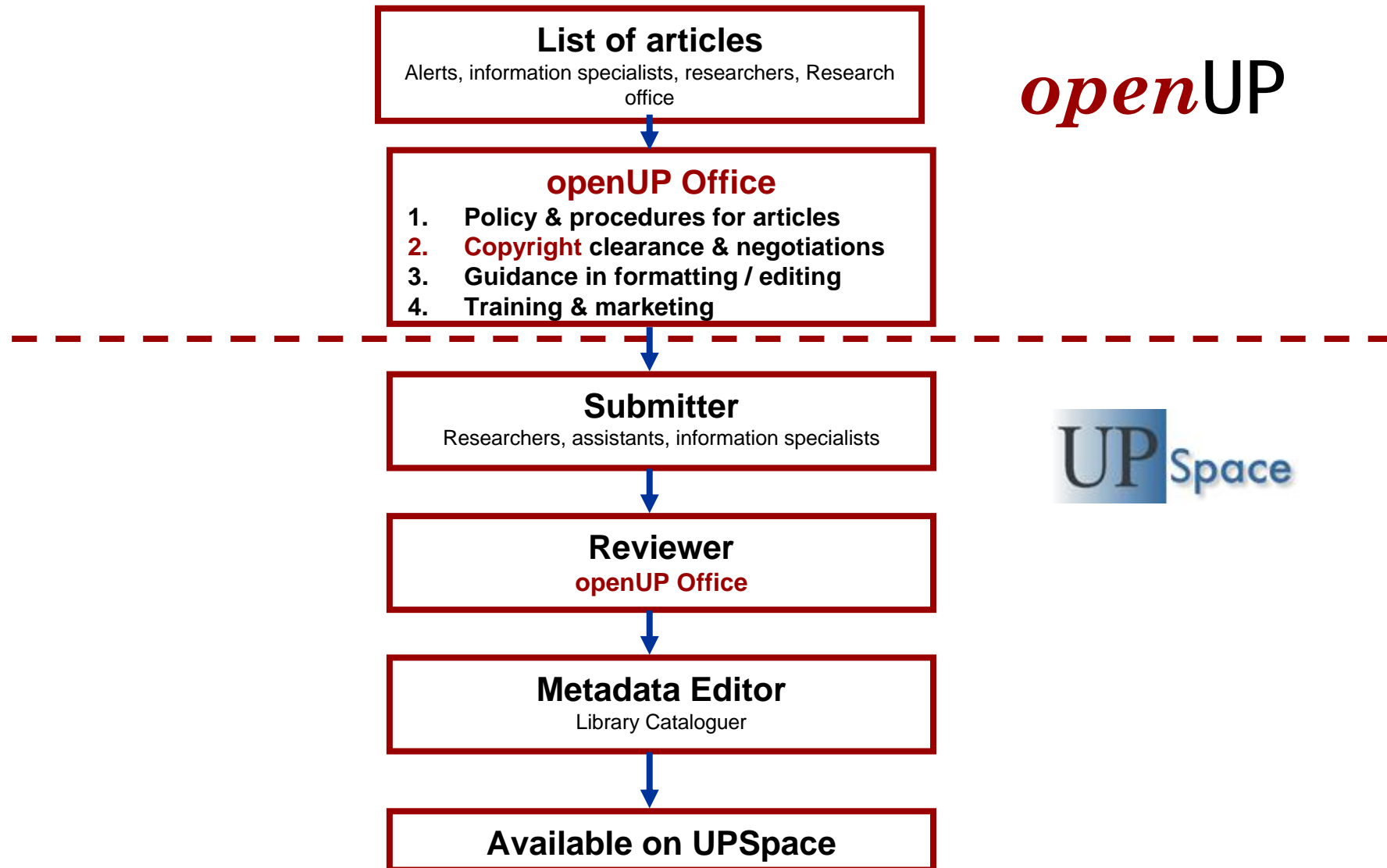
“Secondly, archiving the published research papers and conference proceedings of UP staff and students and making them available to the international research community will integrate the University with the international open access movement. This will ensure enhanced visibility for UP research and its greater impact. The Academic Information Service **will manage** this initiative **and guide** researchers towards contributing. During the period under review, policy on copyright practices and the possible mandatory submission of articles will be developed.” (**UP Strategic Plan**)

# What UP expects from us

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- Reliable content
- Correct handling of copyright issues
- Complete record of research output
- Good, cost-effective management
- Better copyright practice

# Research article workflow





# Dealing with copyright: theses & dissertations

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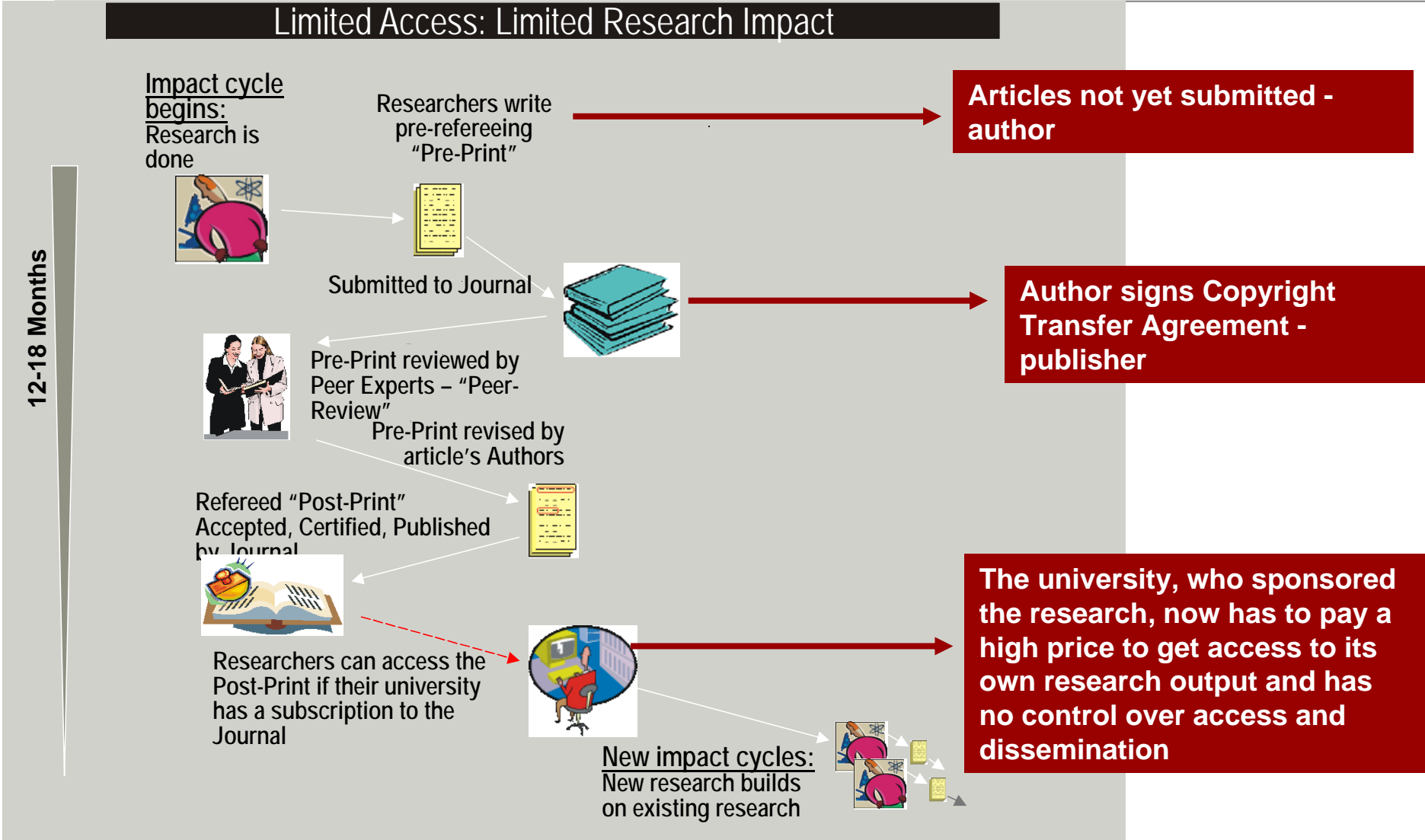
- UP holds copyright of theses & dissertations
- Students may request that copyright be ceded back to them
- Collaboration with UP Legal Office
- Policy driven
- © University of Pretoria
- Investigating the Creative Commons License

# Dealing with copyright: research articles

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- Ask permission vs Ask forgiveness
- openUP policy: adheres to copyright
- Only peer reviewed research articles are accepted
- openUP requests permission
- Versions that may be archived:
  - Publisher PDF
  - Post-print versions
  - Pre-prints
  - Archiving forbidden

# Who holds the copyright?



Slide from a presentation by Stevan Harnad, 2005

# Gold route: publish in open access journals

The screenshot shows a web browser window with the title "Directory of open access" and the address bar containing "http://www.doaj.org/". A red speech bubble highlights the URL. The main content area features the DOAJ logo and the text "DIRECTORY OF OPEN ACCESS JOURNALS". A navigation menu on the left includes links for "Find Journals", "New titles", "Find articles", "Suggest a journal", "About", "FAQ", "News", "Sponsors", "Membership", and "Contact". A central text block welcomes visitors and provides statistics: "3312 journals in the directory" and "1103 journals are searchable at article level". Below this is a call to action for membership and a search box with a "Find journals" button. Further down, there are sections for "Browse by title" (with an alphabetical index A-Z) and "Browse by subject" (with an "Expand Subject Tree" button). A list of subject categories is provided at the bottom, including Agriculture and Food Sciences, Arts and Architecture, Biology and Life Sciences, Business and Economics, Chemistry, Earth and Environmental Sciences, Languages and Literatures, Law and Political Science, Mathematics and Statistics, Philosophy and Religion, Physics and Astronomy, and Science General.

<http://www.doaj.org>

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Welcome to the Directory of Open Access Journals. This service covers free, full text, quality controlled scientific and scholarly journals. We aim to cover all subjects and languages. There are now **3312** journals in the directory. Currently **1103** journals are searchable at article level. As of today **177779** articles are included in the DOAJ service.

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Done Internet

# Green route: archive articles in repository

The image shows a composite of three browser windows. The top-left window displays the 'Research articles in refereed specialist journals' website. The top-right window shows the 'UPSpace at the University of Pretoria' item page for 'Virtual teamwork in very large undergraduate classes'. The bottom window shows the PDF document of the article.

**Research articles in refereed specialist journals - Microsoft Internet Explorer**  
Address: <http://web.up.ac.za/research/2006/Faculties/EBIT/INFO/Output/ArticlesINFO.html>

**UPSpace at the University of Pretoria: Item 2263/297 - Microsoft Internet Explorer**  
Address: <https://www.up.ac.za/dspace/handle/2263/297>

**UPSpace**  
University of Pretoria

**Search UPSpace**  
Go  
Advanced Search

**UPSpace at the University of Pretoria >**  
OpenUP >  
openUP >

**Please use this identifier to cite or link to this item: <http://hdl.handle.net/2263/297>**

**Title:** Virtual teamwork in very large undergraduate classes  
**Inquiries:** [pmalex@postino.up.ac.za](mailto:pmalex@postino.up.ac.za)  
**Author/s:** Alexander, P.M.  
**Keywords:** Computer-mediated communication  
Cooperative and collaborative learning  
Distributed learning environments  
Virtual teams  
**Issue Date:** Sep-2006  
**Publisher:** Elsevier  
**Citation:** Alexander, PM 2006. 'Virtual teamwork in very large undergraduate classes', *Computers & Education*, vol. 47, Issue 2, pp. 127-147 [<http://www.sciencedirect.com/science/journal/03601315>]  
**Abstract:** Collaborative work is an important part of tertiary education but it is very difficult to arrange and supervise for extremely large classes of students in their first year. The possibility that computer-mediated communication can be used to facilitate this type of learning is appealing from a pragmatic organisational point of view. This paper explains in detail what a "virtual team" is in the educational context. It reports on an interpretive field study where students taking an introductory course were allowed to choose where and when they did the required collaborative work. The paper discusses the factors that should be taken into account when offering students the option of

**Faculty of Engineering, Built Environment and Technology**  
**School of Information Technology**  
**Department of Informatics**  
**Research articles in refereed specialist journals**

**Journal Title**  
Alexander PM: 2006. Virtual teamwork in very large undergraduate classes. *Computers & Education*, 47 (2), pp 127-147.  
Alexander PM, Phahlamohlaka LJ: 2006. Amartya Sen's capability approach and health information systems research. *South African Computer Journal*, 37 / Dec, pp 1-11.  
Byrne E: 2006. Using action research in information systems design to address health information systems case study. *South African Computer Journal*, 37 / Dec, pp 69-85.  
Lutu PEN, Engelbrecht AP: 2006. A comparative study of sample selection methods. *South African Computer Journal*, 36 / Dec, pp 69-85.  
Schoeman JH, Mathee MC, Van der Merwe P: 2006. The viability of business case studies in the sports environment: Cricket match analysis as application. *South African Journal for Research in Sport, Physical Education and Recreation / Suid-Afrikaanse Tydskrif vir Navorsing in Sport, Liggaamlike Opvoedkunde en Ontspanning*, 28 (1), pp 109-125.  
Phillips AR, Kruger CJ: 2006. Minimizing dysfunctional internal competition: A strategy enabler model. *South African Journal of Information Management*, 8 (1) / Mar, p. Online.

**Virtual teamwork in very large undergraduate classes**  
P.M. Alexander  
Department of Informatics, University of Pretoria, Pretoria, South Africa  
**Abstract**  
Collaborative work is an important part of tertiary education but it is very difficult to arrange and supervise for extremely large classes of students in their first year. The possibility that computer-mediated communication can be used to facilitate this type of learning is appealing from a pragmatic organisational point of view. This paper explains in detail what a "virtual team" is in the educational context. It reports on an interpretive field study where students taking an introductory course were allowed to choose where and when they did the required collaborative work. The paper discusses the factors that should be taken into account when offering students the option of

# Google

The screenshot shows a Microsoft Internet Explorer browser window with the title "virtual teamwork large classes - Google Search - Microsoft Internet Explorer". The address bar contains the URL "http://www.google.co.za/search?hl=en&q=virtual+teamwork+large+classes&meta=". The search bar contains the text "virtual teamwork large classes" and the search button is labeled "Search". Below the search bar, there are links for "Advanced Search" and "Preferences". The search results are displayed under the heading "Web" and show "Results 1 - 10 of about 63,500 for virtual teamwork large classes. (0.27 seconds)".

The search results include several sponsored links and organic search results:

- Sponsored Links:**
  - [www.liverpool.ohcampus.co.za](http://www.liverpool.ohcampus.co.za) Give your career a boost! Request a free information package
  - [www.Global-Integration.com](http://www.Global-Integration.com) Lead and succeed in your **virtual team**, see how here
  - [www.softskillscourseware.com](http://www.softskillscourseware.com) HR training materials identifying **team** roles and **team** communication.
- Organic Search Results:**
  - [UPSpace at the University of Pretoria: Item 2263/297](http://www.up.ac.za/dspace/handle/2263/297)  
Title: **Virtual teamwork** in very **large** undergraduate **classes**. Inquiries: pmalex@postino.up.ac.za. Author/s: Alexander, P.M. ...  
[www.up.ac.za/dspace/handle/2263/297](http://www.up.ac.za/dspace/handle/2263/297) - 14k - [Cached](#) - [Similar pages](#)
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File Format: PDF/Adobe Acrobat - [View as HTML](#)  
**Virtual teamwork** in very **large** undergraduate **classes**. P.M. Alexander. Department of Informatics, University of Pretoria, Pretoria, South Africa. Abstract ...  
[www.up.ac.za/dspace/bitstream/2263/297/1/Alexander\(2006\)1.pdf](http://www.up.ac.za/dspace/bitstream/2263/297/1/Alexander(2006)1.pdf) - [Similar pages](#)
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**Virtual teamwork** in very **large** undergraduate **classes**. P.M. Alexander Corresponding Author Contact Information , E-mail The Corresponding Author ...  
[linkinghub.elsevier.com/retrieve/pii/S0360131504001435](http://linkinghub.elsevier.com/retrieve/pii/S0360131504001435) - [Similar pages](#)
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TY - JOUR ID - citeulike:588349 TI - **Virtual teamwork** in very **large** undergraduate **classes**  
JF - Computers & Education VL - 47 IS - 2 SP - 127 EP - 147 N2 ...  
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Bring the world into your classroom.  
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For humanitarian workers on stress, **work** life balance, and coping  
[www.headington-institute.org](http://www.headington-institute.org)
  - [Teamwork Activities](http://www.mta-international.com)  
teamworking, leadership activities training resources, training games  
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Add Talking Avatars To Your Online **Class**. Get A Free 15 Day Trial Now!  
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# Journal conditions for archiving

<http://www.sherpa.ac.uk/romeo.php>

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Publisher information is updated by our collaborative colleagues ([SHERPA Partners](#), [DINI](#), and [Nereus](#)) and through community contributions - please submit any updates using the link provided on the search results pages. If a publisher is not listed here you may wish to [recommend that we include it](#).

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**Publisher copyright policies & self-archiving**

**One journal found when searched for South African Journal of Economics:**

Journal: **South African Journal of Economics** (ISSN: 0038-2280)  
 Publisher: **Blackwell Publishing Ltd**

These summaries are for the publishers *default* policies and changes or exceptions can often be negotiated by authors.  
*All information is correct to the best of our knowledge but should not be relied upon for legal advice.*

<b>Publisher:</b>	<a href="#">Blackwell Publishing</a>
<b>Pre-print:</b>	✓ author <b>can</b> archive pre-print (ie pre-refereeing)
<b>Post-print:</b>	✓ <b>subject to Restrictions below</b> , author <b>can</b> archive post-print (ie final draft post-refereeing)
<b>Restrictions:</b>	<ul style="list-style-type: none"> <li>Some journals impose embargoes typically of 6 or 12 months, occasionally of 24 months</li> <li>no listing of affected journals available as yet</li> </ul>
<b>Conditions:</b>	<ul style="list-style-type: none"> <li>Publisher version cannot be used</li> <li>On author or institutional or subject-based server</li> <li>Server must be non-commercial</li> <li>Publisher copyright and source must be acknowledged with set phrase ("The definitive version is available at <a href="#">www.blackwell-synergy.com</a>")</li> <li>Must link to publisher version</li> <li>Articles in some journals can be made Open Access on payment of additional charge</li> </ul>
<b>Mandated OA:</b>	✓ <a href="#">ANR</a> (Compliant); ✓ <a href="#">arc</a> (Compliant - see conditions); ✓ <a href="#">ARC</a> (Compliant - see conditions); ✓ <a href="#">BBSRC</a> (Compliant - see conditions); ✓ <a href="#">BHF</a> (Compliant - see conditions); ✓ <a href="#">CBCRA</a> (Compliant - see conditions); ✓ <a href="#">CIHR</a> (Paid OA option); ✓ <a href="#">Cancer Research UK</a> (Paid OA option - selected journals); ✓ <a href="#">DoH</a> (Compliant - see conditions); ✓ <a href="#">DFo</a> (Compliant); ✓ <a href="#">ESRC</a> (Compliant - see conditions); ✓ <a href="#">ERC</a> (Compliant - see conditions); ✓ <a href="#">FWE</a> (Compliant); ✓ <a href="#">HHMI</a> (Compliant - see conditions); ✓ <a href="#">Inserm</a> (Compliant - see conditions); ✓ <a href="#">MRC</a> (Paid OA option); ✓ <a href="#">NHMRC</a> (Compliant); ✓ <a href="#">NIH</a> (Compliant); ✓ <a href="#">SAGW</a> (Compliant); ✓ <a href="#">SNF</a> (Compliant); ✓ <a href="#">Wellcome Trust</a> (Paid OA option - selected journals)



# Journal info

Journal Info - Microsoft Internet Explorer

Address: <http://jinfo.lub.lu.se/>

På Svenska Lund University

## Journal Info

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*Newsflash: The forth Nordic Conference on Scholarly Communication will be held in Lund, Sweden, April 21-23.*

Look up information on your favorite scientific journal or discover a new one.

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# Publisher's web sites

The screenshot shows a Microsoft Internet Explorer browser window displaying the Oxford Journals website. The address bar shows the URL: [http://www.oxfordjournals.org/access\\_purchase/self-archiving\\_policye.html](http://www.oxfordjournals.org/access_purchase/self-archiving_policye.html). The page features a yellow header with the text "OXFORD JOURNALS ACCESS & PURCHASE". Below the header, there is a navigation menu with links for "OUR JOURNALS", "FOR AUTHORS", "FOR LIBRARIANS", "FOR SOCIETIES", and "CORPORATE SERVICES". The main content area is titled "AUTHOR SELF-ARCHIVING POLICY" and contains several bullet points and sections. The right sidebar includes sections for "MY ACCOUNT", "SERVICES", and "Frequently asked questions".

**OXFORD JOURNALS  
ACCESS & PURCHASE**

OUR JOURNALS    FOR AUTHORS    FOR LIBRARIANS    FOR SOCIETIES    CORPORATE SERVICES

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**AUTHOR SELF-ARCHIVING POLICY**

- Authors may upload their accepted manuscript PDF ("a post-print") to institutional and/or centrally organized repositories (including PubMed Central), but must stipulate that public availability be delayed until **24 months after first online publication** in the journal.

**Postprint use of Oxford Journals content**

- When uploading an accepted manuscript to a repository, authors should include a credit line (see last bullet point below) and a link to the final published version of the article. This will guarantee that the definitive version is readily available to those accessing your article from public repositories, and means that your article is more likely to be cited correctly.
- A PDF of the final published version of the article as it appears in the journal following copyediting and proof correction **may not** be deposited by authors in institutional repositories.
- Authors should include the following credit line when depositing their accepted manuscripts.

*This is a pre-copy-editing, author-produced PDF of an article accepted for publication in [insert journal title] following peer review. The definitive publisher-authenticated version [insert complete citation information here] is available online at: xxxxxxx [insert URL that the author will receive upon publication here].*

\* Definition of a post-print:  
A post-print is the final draft author manuscript, as accepted for publication, including modifications based on referees' suggestions but before it has undergone copyediting and proof correction.

**Preprint use of Oxford Journals content**  
For the majority of Oxford Journals, prior to acceptance for publication, authors retain the

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[Institutional Pricing Bulletin 2008](#)

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New launches, new acquisitions, and titles changing frequency

**Frequently asked questions**

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[What is your policy on digital preservation?](#)

[Why am I having registration problems?](#)

[Who should I contact about online access problems?](#)

[Full list of FAQs](#)

# South African publishers

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- Most SA journals are not listed in SHERPA/RoMEO
- Standard letter & permission form
- UP journals
- SA RoMEO?

# UP Publisher policies

Microsoft Excel - UP publisher policies 2008

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Type a question for help

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# Future plans

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- 1382 items in openUP
- Academy of Science of South Africa drives SA initiatives
- Mandatory submission
  - Senate decision later this year
  - Extensive information and lobbying campaign
- Change authors' copyright practice so they retain copyright
  - Copyright addendum to publication contract
  - SPARC author addendum
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## JoAnne Yates

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# Thank you!

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