

Policy for open access and institutional repositories

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Content

- The role of policy in the enterprise
- Policy is driven by
 - IR definition
 - assumptions
 - service definition
- Different kinds of policy for different issues
- Policy Advisory Group
- Good policy is...
- Institutional OA policy framework
- Share your policies

The role of policy in the enterprise

- Governance mechanism
- Builds understanding between role players and smoothes operations
- Influences procedure and workflow
- Determines resource needs, sustainability and costs
- Has long term implications
- Helps to position the IR within the organisation

The Work of the Workshop (1)

Speak to a senior colleague about your organization's attitude to policy: are you serious about policy, do you have many policies, do you often revise them, do you enforce them, who writes policy and more



Policy is driven by IR definitions

An institutional repository is a database with a set of services to capture, store, index, preserve and redistribute a university's scholarly research in digital formats

Clifford Lynch defines IRs in the following way: "A university-based institutional repository is a set of services that a university offers to the members of its community for the management and dissemination of digital materials created by the institution and its community members. It is most essentially an organizational commitment to the stewardship of these digital materials, including long-term preservation where appropriate, as well as organization and access or distribution."

Clifford A. Lynch, ["Institutional Repositories: Essential Infrastructure for Scholarship in the Digital Age"](#) ARL, no. 226 (February 2003): 1-7.

Policy is driven by assumptions

- Our universities do research work that is worthy of global exposure because it contributes to global knowledge
- The university is both an information consumer and information producer
- We take responsibility for dissemination of this new knowledge
- The library plays a pivotal role in the scholarship chain and is therefore a logical participant

Service definition drives policy (1)

- What is your mission?
- What kind of content will you include?
- Who are the key users?
- Who are the key stakeholders?
- What services would you like to offer?

Service definition drives policy (2)

- What can you afford?
- Will you charge for services?
- Who will do the work? / roleplayers
- What are your short/long term priorities?

Barton, MR and Waters, MM 2005, 'Creating an Institutional repository: Leaders Workbook', MIT Libraries

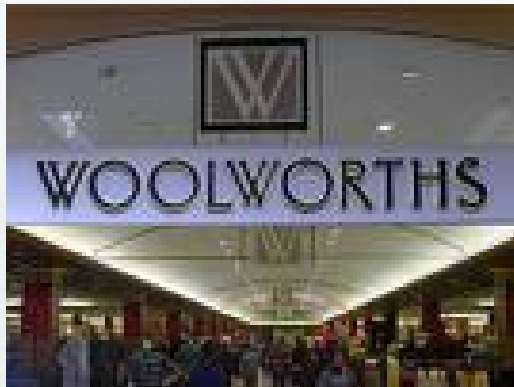
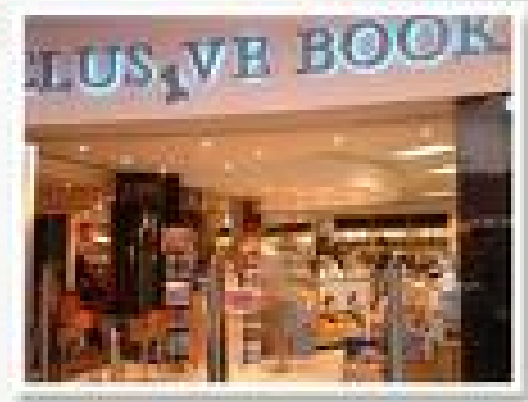
The Work of the Workshop (2)

Do a Google search for **Leadirs Workbook**,
download it and store it where you can easily
find it for future reference



<http://www.flickr.com/photos/emersonreference/2781134419/>

IRs are like Malls



Different kinds of policy for different issues

- Institution wide e.g.
Open access, copyright, user authentication, privacy etc
- Library wide, applying to all repositories
Metadata and data harvesting, preservation etc
- Specific IR
Formats supported, content, submission etc

Policy issues (1)

- Content: (include/exclude), formats, categories, types of material
- Collections: what is included/excluded, how organised
- Whose work? Students, staff, affiliates
- Access
 - OA
 - Restrictions and embargoes
- Copyright, IP and rights management, IP exploitation, licensing

Policy issues (2)

- Basic IR organisation
- Centralised/decentralised
- Communities: who determines and arranges membership
- Role players: rights and responsibilities
- Compulsory/voluntary submission (implications)
- Privacy

Policy issues (3)

- Metadata
- Preservation
- Withdrawal
- Standards
- Sustainability: Fee vs free
- Measuring success

The Work of the Workshop (3)

Locate all the policies of your organization and see if there are any that relate to institutional repositories or copyright



Policy Advisory Group

- Role

Makes decisions related to IR services, standards and functionality, consults widely and writes the rules for copyright ownership and depositing and accessing licenses

- Make-up

Library staff / University administrators / legal counsel or copyright expert / IT people / Archive / researchers

Depending on the way things work in your institution

The Work of the Workshop (4)

Familiarize yourself with South African copyright policy – the Creative Commons South Africa web site is a good starting point
za.creativecommons.org/learn/sacopyright



Good policy is...

- Easy to understand and interpret: well written and clear
- Enabling and definitely not for policing
- Flexible
- Well aligned with other university/library policies
- Revised regularly
- The result of a consultative process
- No more than is needed
- Used

Institutional OA policy framework

- Title of policy
- Position statement
- Policy statement
- Scope
- Responsibility
- Restriction of access
- Copyright and author addendum
- Terminology
- FAQ's

Share your policies

- Repository web site
- OpenDOAR (www.opendoar.org/)
- ROARMAP
(<http://www.eprints.org/openaccess/policysignup/>)

Thank you!



You are welcome to contact me
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