

OPEN ACCESS AND REPOSITORY GUIDELINES

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Approved by:

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1. **Background**

Leeds Arts University is strongly committed to ensuring the widest possible access to its variety of research and research outputs. The purpose of these guidelines is to establish and standardise the University’s approach to Open Access and the institutional Repository, Leeds Arts University Repository.

1. **Definitions**

Future use of the below capitalised terms in these guidelines refer to the following:

* Academic: a member of Leeds Arts University staff on a teaching and research or research only contract (classified as ‘Category A’ for the purposes of research assessments).
* Output: an outcome of research in any format, including items relating to research dissemination (e.g. conference presentations).
1. **Principles**

Leeds Arts University support the following principles of Open Access:

* Leeds Arts University is committed to ensuring that the Outputs of its research are openly accessible. We believe that there are significant benefits of Open Access for the University, the academic community and society as a whole (see below).
* The University’s preference is for Open Access by means of the Green route, i.e. deposit in the institutional Repository.
* The University will continue to support and enhance its institutional Repository as a mechanism for recording details of all Outputs produced by Academics and making Outputs openly available online.
* These guidelines will be reviewed regularly to respond to external changes in Open Access policy.

The main objectives of the Leeds Arts University Repository are to:

* Increase dissemination of and access to the intellectual output of the university.
* Provide support for research assessments.
* Support Open Access publishing and routes to Open Access materials.
* Capture and preserve the University’s intellectual outcomes.
* Support the development of a healthy research environment by enabling access to a full range of research.
1. **Content Guidelines**
	1. All research Outputs produced by Leeds Arts University Academics with support from the University must be deposited in Leeds Arts University as soon as it is possible to do so.
		1. Outputs submitted to the Leeds Arts University Repository should meet the following definition of research or relate to the dissemination of research outputs (e.g. conference presentations).
		2. The definition of research that we follow is: “*Research is defined as a process of investigation leading to new insights, effectively shared.”*
		3. If an item does not meet the above definition or relate to the dissemination of research then it should not be deposited in the Repository.
		4. A significant contribution by a Leeds Arts University Academic must have been made to all Outputs deposited in the Leeds Arts University Repository.
		5. Co-authored Outputs must be deposited in the Leeds Arts University Repository, even if the co-author has deposited the Output in their own institutional Repository.
		6. If a research Output is not recorded in the Leeds Arts University Repository, it is deemed for the purposes of University processes not to exist.
		7. If an Academic leaves the University, their research will stay on the Repository as a record of the institution’s research Output.

4.2 Journal articles and conference proceedings (with an ISSN) must be deposited in the Repository within **three months** of the **date of acceptance for publication**. This is to ensure eligibility for submission to research assessments.

4.2.1 The version deposited must be the Author Accepted Manuscript (AAM or post-print) or the published version where permitted. Authors are strongly encouraged to retain a copy of the AAM and to deposit it into the Repository as soon after acceptance as possible.

* + 1. Embargo periods will be applied wherever required. The Outputs will become openly available automatically on the embargo expiry date.

4.3 For all Outputs, the full-text or equivalent must be made openly available on Leeds Arts University Repository wherever possible.

* + 1. If it is not possible to deposit the full text or non-textual equivalent, the Output should still be deposited as a closed deposit. The metadata for every research Output should be available on the Repository, even if the Output itself cannot be made available.
	1. All research Outputs deposited in Leeds Arts University Repository must adhere to the University Ethics Policy.
	2. Items may be deposited by other members of Leeds Arts University, including non-academic staff and postgraduate students. Priority will be given to Outputs produced by academic staff, especially where Outputs are relevant for research assessments.
	3. New members of academic staff are encouraged to deposit research Outputs, including those produced prior to their appointment, into the Leeds Arts University Repository wherever possible.
1. **Submission Guidelines**

It is the responsibility of the following parties to enable and monitor the submission of research Outputs to the Leeds Arts University Repository.

5.1 It is the responsibility of the **Academic** to:

* Notify the Research Coordinator of all Outputs by completing the appropriate Submission Label.
* Provide a digital copy of the Author Accepted Manuscript (AAM) for all journal articles and conference proceedings.
* Provide a copy of the full text or non-textual equivalent (portfolio) for all other outputs, wherever possible.
* Notify the Research Coordinator if an embargo or restricted access is necessary.
* Be aware of the terms of any copyright transfer agreements they sign. Academics are encouraged to seek to retain copyright and other reuse rights for their research Outputs.
* Forward acceptance letters and emails for journal articles and conference proceedings (with an ISSN) to the Research Coordinator as evidence of compliance.
* Obtain an [ORCID ID](https://orcid.org/register).

5.2 It is the responsibility of the **Research Coordinator** to:

* Ensure that research Outputs and their associated metadata meet requirements and a consistent standard in the Leeds Arts University Repository.
* Provide guidance and training on Repository use and expectations, as well as on Open Access requirements.
* Work with Academics to ensure compliance with Open Access policies.

5.3 It is the responsibility of the **University** to:

* Support Academics in thinking how to best make their work visible and accessible.
* Support academic freedom.
* Provide a centrally managed and maintained platform to make research Outputs freely available.
* Provide training, information and advice on Open Access matters.