[Name of institute] Open Access Policy

# Background

Open Access stands for unlimited and free access to quality-controlled academic information in the Internet. Through the removal of technical, financial and legal barriers, Open Access is instrumental in accelerating academic innovation processes and improving the visibility of research results. This supports those working in academia in their research and publication processes, and maximises the benefits of publicly funded research. As a member of the Leibniz Association, the [name of institute] is committed to Open Access. It thereby adheres to the "Berlin Declaration on Open Access to Knowledge in the Sciences and Humanities"[[1]](#footnote-1) and the "Open Access Policy of the Leibniz Association 2016-2020"[[2]](#footnote-2).

# Recommendations and obligations

The [name of institute]

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|  | endeavours to |
|  | aims to |
|  | encourages its academic staff to |
|  | advises its academic staff to |
|  | requests its academic staff to |
|  | expects its academic staff to |
|  | calls upon its academic staff to |
|  | obligates its academic staff to |
|  | [Own formulation:] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

publish its/their research results in accordance with the principles of Open Access. At the [name of institute], this is carried out as quickly as possible via publications in Open Access publication media and – within legal limitations – by making the publications accessible via document servers (repositories) either in parallel with publication or retroactively as soon as possible. For immediate Open Access publications, the institute recommends publishing under a free usage licence (currently e.g. Creative Commons Attribution[[3]](#footnote-3)).

In order to assure the option of a parallel or retroactive Open Access publication, the academic staff of the [name of institute]

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|  | are called upon |
|  | requested |
|  | obligated |
|  | [Own formulation:] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

to not grant exclusive rights of use to publishing companies when entering a publishing contract, but instead to – as far as is possible – secure their own permanent right of use and transfer non-exclusive rights of use to the [name of institute] for the institutional and/or a subject-specific repository. This is the only means by which to secure Open Access use in addition to all forms of commercial use by publishing companies. The [name of institute] recommends to its academic staff that they also apply for third-party funding for open-access publication fees when submitting project proposals.

The [name of institute] also views research data as a valuable result of its research activities. There is

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|  | an internal policy |
|  | a policy to be separately drawn up |
|  | [Own formulation:] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ governing the handling of and access to research data in effect at the [name of institute]. |

# Implementation

The [name of institute] promotes Open Access by[[4]](#footnote-4):

* Operating the repository [name of the institute's repository].
* Identifying publications by its academic staff which are legally eligible for Open Access (e.g. via integration into the publication management system) and making them accessible via [name of the institute's repository].
* Delivering publications by its academic staff which are legally eligible for Open Access to the subject-specific repository [name of the subject-specific repository] for Open Access provision.
* Indexing freely accessible publications by its academic staff with LeibnizOpen.
* Providing its academic staff with funding opportunities to meet publication fees for Open Access publication media, e.g. via a publication fund.
* Publishing the Open Access publication medium [name of Open Access publication medium].
* Advising its academic staff on Open Access and supporting them in clarifying issues concerning Open Access publication of their research results. For this purpose, the [name of institute] is creating the post of

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|  | Open Access Manager. |
|  | Open Access Officer. |
|  | Open Access Consultant. |
|  | [Own formulation:] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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Person to contact: [Name and contact details of person to contact]

Version: [Date]

Components for implementing an Open Access Policy

The Alliance of Science Organisations in Germany has published a brochure titled "Open Access strategies for scientific institutions. Components and examples" ("Open-Access-Strategien für wissenschaftliche Einrichtungen. Bausteine und Beispiele")[[5]](#footnote-5), which provides detailed information on implementing an Open Access policy. Below are some components which can be applied in Leibniz institutes:

* Advising academic staff when selecting a publishing medium (online, print, closed access, Open Access, hybrid journals)
* Overview and selection of subject-relevant Open Access journals (with notification if it becomes known that a particular publisher is unreliable)
* Processing the payment of publication fees
* Documentation and evaluation of publication fees paid
* Establishing and organising a publication fund
* Providing academic staff with information about their secondary publication rights and about Open Access licence issuing
* Checking the guidelines of publishers regarding secondary publications (individual author's contracts, Alliance licences, etc.) prior to the inclusion of a publication in a repository
* Managing (secondary) publication in a repository
* Documenting Open Access / secondary publication in the publication management system
* Checking the guidelines of (third-party) funders regarding publications and advising academic staff on these

1. http://openaccess.mpg.de/Berlin-Declaration [↑](#footnote-ref-1)
2. Open Access Policy of the Leibniz Association 2016-2020. http://www.leibniz-gemeinschaft.de/fileadmin/user\_upload/downloads/Infrastruktur/Leibniz-Open-Access-Policy\_engl.pdf [↑](#footnote-ref-2)
3. http://creativecommons.org/licenses/by/4.0/ [↑](#footnote-ref-3)
4. The list is an example only, and must be adapted to the local conditions. In addition, cf. the following "Components for implementing an Open Access Policy". [↑](#footnote-ref-4)
5. http://dx.doi.org/10.2312/allianzoa.005 [↑](#footnote-ref-5)