

Alfred State College Open Access Policy

PREAMBLE

The faculty and staff of Alfred State College are committed to sharing our research, scholarship and creative work as widely as possible. Moreover, by adopting this policy and practice our College seeks to a) meet federal requirements that the results of all federally funded research be available to the public, and b) to improve access to the scholarly and creative works of Alfred State College authors. In keeping with that commitment, we adopt the following policy:

1. POLICY SUMMARY

Each College author is encouraged to grant Alfred State College permission to make available their scholarly articles (and related data, when possible), in any medium, and to exercise the copyright in those articles for the purpose of making their articles freely and widely available in an open access repository. More specifically, each College author who makes their work available to an open access repository retains their copyright and grants to Alfred State College a non-exclusive license (limited to the purpose of making the work openly available) to works, in any medium, provided that the articles are not sold for a profit, and to authorize others to do the same. The policy applies to works authored or co-authored while the person is a member of the Faculty, a student or a staff member except for any works completed before the adoption of this policy and any articles for which the College author entered into an incompatible licensing or assignment agreement before the adoption of this policy. Authors can request a waiver of the Open Access Policy for any article or work.

The policy in this document extends the same opportunity to all members of the Alfred State College community who author research and scholarly works (defined herein as “College Authors”). The policy recognizes the value of and supports authors to maintain legal control over their work while making their work freely and widely available to the public. To achieve this, the policy commits College Authors to deposit a version of each scholarly article in a digital repository. The deposited work will be made freely and openly available to the public, unless the author obtains a waiver.

Each College Author who grants the license above will provide an electronic copy of the author’s final version of each work no later than the date of its publication at no charge to the Alfred State College Libraries in an appropriate format.

The Alfred State College Libraries will make the scholarly work available to the public in an open access repository. The policy will be reviewed after three years and a report presented to the College Senate. The policy allows College Authors of scholarly articles to retain copyright and maintain legal control over their research articles while making their work freely and widely available to the public; specifically, this policy commits College Authors to depositing a version of each scholarly article in a digital repository but reserves for authors the right to choose whether to make that work freely and openly available to the public. The policy also takes the extra step of defining procedures that implement this policy uniformly for all Alfred State College employees.

2. DEFINITIONS

Copyright: Rights as defined by Title J of the SUNY Board of Trustees Policies.

Embargo/Delay of Access: The amount of time before a scholarly article will be made available after it is accepted by a publisher. Under this policy, authors may specify an embargo of any length, or honor a publisher's request for one.

Final Version: An author's final revised version –also known as the accepted manuscript– of a scholarly article, generally post-peer reviewed, but not necessarily the typeset or PDF publisher's copy, unless allowed by the publisher.

License or Copyright License: A grant of rights made in accordance with Copyright Law (USC Title 17), allowing specified uses of a copyrighted work.

Open Access: The free availability of scholarly literature on the public internet, permitting users to read, download, copy, distribute, print, search, or link to the full texts of articles for any lawful purpose, without financial, legal, or technical barriers other than those inseparable from gaining access to the internet.

Open Access Repository: Any digital archive or platform designed to make articles freely available via the internet with clearly defined legal restrictions on their use or circulation.

Scholarly Articles: Published research articles in the broadest sense of the term.

Waive/Opt out: To waive or opt out, means to decline to grant the College the license described in section 3.B.1 below. A waiver can be obtained from the College Libraries' Center for Scholarly Communication website.

College Authors: Employees of Alfred State College who author scholarly articles, while employed by Alfred State College, respectively. College Authors are covered by this policy whether or not they own the copyright of an article.

3. POLICY TEXT

3.A General

This Open Access Policy allows participating College Authors (see Section 2 for definition of College Authors) to maintain legal control over their research articles while making their work freely and widely available to the public. The policy does not require College Authors to publish in open access journals, or to pay fees or charges to publish; it commits the College and College Authors to deposit a version of each article in an appropriate digital repository and to choose whether to make it freely and openly available to the public.

This policy covers two classes of College Authors:

Section 3.B. covers College Authors who do own the copyright to their works. College Authors who own the copyright to their works may waive the license in 3.B.1 below, or request an embargo as specified in sections 5.B and 5.C below.

Section 3.C. covers College Authors who do not own the copyright to their works. College Authors who do not own the copyright to their works may request a waiver or an embargo as specified in 5.B and 5.C below.

3.B College Authors Who Own the Copyright to their Scholarly Works

Grant of License and Limitations

Each participating College Author grants Alfred State College a nonexclusive, irrevocable, worldwide license to exercise any and all rights under copyright relating to each of their scholarly articles and other works, in any medium, and to authorize others to do the same, for the purpose of making their articles widely and freely available in an open access repository. This policy does not transfer copyright ownership, which remains with College Authors. If an author deposits an article on the Alfred State College repository and later learns that the posting is in violation of the policy of the publisher of the article, the library will remove the article from the Alfred State College repository at the author's request immediately.

Scope and Waiver (Opt-Out)

This policy applies to all scholarly articles authored or co-authored while the person is an employee of the Alfred State College except for any articles published before the adoption of this policy and any articles for which a College Author entered into an incompatible licensing or assignment agreement before the adoption of this policy. Upon express direction by a College Author, application of the license will be waived for a particular article, or access to the article will be delayed for a specified period of time, or licensed works may be withdrawn permanently from the College Libraries collection.

Deposit of Articles

To assist the College in disseminating and archiving the articles, College Authors are expected to help the College obtain copies of the articles. Specifically, each author will provide a digitized copy of their final version of the article or other work to Alfred State College Libraries by the date of its publication for inclusion in an open access repository. When appropriate, a College Author may instead notify College Libraries if the work will be freely available in another repository or as an open-access publication.

Notwithstanding the above, this policy does not in any way prescribe or limit the venue of publication. This policy neither requires nor prohibits the payment of fees or publication costs by College Authors.

3.C College Authors Who Do Not Own Copyright in their Scholarly Works

The College recognizes that members of the College community who do not own their copyrights may also be authors of scholarly articles. In these cases, the College will promote open access in accordance with Section B above. Specifically, the College will retain the right to make such articles available in an open access repository. Upon request by the author, the College will grant an embargo period, as described in Section 5.C below. At the author's request, the College will grant a waiver from granting the College license to make the work available in an open access repository, as described in Section 5.B below. These authors must also deposit a copy of the final version of each article for inclusion in an open access repository, as described in Section B.3 above and Section 5.A below.

4. COMPLIANCE / RESPONSIBILITIES

4.A Authority

The Provost of Alfred State College is the Responsible Officer for this policy and has the authority to implement the policy and to develop procedures or other supplementary information to support implementation. The Provost will work with the College Libraries, which has responsibility for 1) coordinating processes for deposit; and 2) managing software for harvesting, waivers, embargoes, and deposits. As the Responsible Officers' designee, the College Libraries has responsibility to manage issues of policy interpretation in consultation with stakeholders.

1. Revisions to the Policy

The Responsible Officer and their designee have the authority to initiate a review of the efficacy of this policy and to initiate revisions to this policy.

2. Compliance with the Policy

The Responsible Officer and their designee are responsible for the administration of this policy. College Libraries will obtain data or other information to inform assessment of the policy, assess policy use and compliance.

5. PROCEDURES

In support of this policy the following procedures will be implemented to allow all authors of scholarly articles and creative works at Alfred State College to make their works openly available.

5.A Deposit a Scholarly Article in the Open Access Repository

All participating College Authors may make a final version of their articles publicly and freely available by using the Alfred State College Academic Commons digital repository or any other appropriate open access repository. All College Authors are expected to deposit a version to an open-access repository by the date of publication, to the extent practicable. If any author specifies an embargo (section 5.C below), the author may deposit the article either by the date of publication or by the date the embargo period expires.

5.B Generate a Waiver

By their own choosing or upon request from a publisher, all College Authors who own their copyright to a given article may waive the grant of license to the College described in section 3.B.1 above. To do so, an author simply has to generate a waiver available at the website of Alfred State College Libraries.

5.C Specify an Embargo Period

By their own choosing or upon request from a publisher, all College Authors may delay the date of appearance of their articles (“embargo” the article). To do so, an author simply has to specify the embargo period (usually six to twelve months or longer) at the time of deposit at the Academic Commons website.

5.D Choose a License

At the time of deposit at the Academic Commons website, all College Authors may choose the terms of use that will be applied to each article; for example, whether it can be subject to commercial or non-commercial reuse. Creative Commons licenses are recommended.

5.E Obtain an Addendum

Although not necessary, all participating College Authors may request an Addendum for each article to be provided to publishers at the time of signing their author agreement. The Addendum notifies the publisher that the article is subject to the Alfred State College Open Access Policy. Addenda can be requested at the website of Alfred State College Libraries.