



SUNY POTSDAM OPEN ACCESS POLICY

PREAMBLE

The SUNY Potsdam community is committed to sharing our research, scholarship, and creative work with academia, the general public, and the world. Through the adoption of an Open Access Policy, SUNY Potsdam seeks to create an opt-in procedure to disseminate our scholarship, research, and creative work as widely as possible. SUNY Potsdam recognizes the need to develop a campus Open Access Policy in response to the SUNY Board of Trustees 2018 Campus Open Access Policies Memo.

To meet the goals of our Open Access Policy, we are committed to publicly and freely sharing those scholarly articles or creative works which our faculty are able to share (and which comprising the final version submitted to the publisher) to our designated Open Access Repository. The SUNY Potsdam College Libraries will make these materials available to the public in an Open Access Repository created through the Office of Library and Information Services.

*Disclaimer: This venture is not intended as a revenue-generating process for the College Libraries or the University.

PROCESS

Faculty will be invited by the Provost and/or College Libraries to submit any articles or creative works. The procedures of this voluntary process will be established by OLIS. In cases when faculty do not have clear copyright of those works, they will be assisted by the College Libraries Faculty to secure permission to share them as part of the repository.

COPYRIGHT

Each faculty member retains their copyright, if they own it. College libraries will assist any faculty member with assessing who holds the copyright.

LEGAL CONTROL

This Open Access Policy recognizes SUNY Potsdam authors' legal control over their research articles while making their work freely and widely available to the public when possible. 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 the final version of these articles in an appropriate open access repository and to choose whether to make it freely and openly available to the public.

REVIEW OF POLICY

Open Access is a relatively new publishing and disseminating tool. Given SUNY's beginning steps toward Open Access, it is recommended that this policy be reviewed and updated in one year (2021) to include additional SUNY resources and policies for the Open Access initiative. After the one-year review, the policy will be reviewed on a regular basis at such interval as determined at the one-year review.

OPEN ACCESS REPOSITORY

The creation of an Open Access Repository is being addressed by the Office of Library and Information Systems (OLIS). The creation of such a repository, and the Board of Trustees requirement that "SUNY repositories be integrated and searchable via a single interface" is a task requiring the effort of a centrally tasked office such as OLIS.

GLOSSARY OF COMMON OA TERMS

(Compiled from The Stony Brook OA Policy and The Brockport Glossary for Open Access).

College authors: Employees and students of SUNY Potsdam who author scholarly articles, while employed by or are students of SUNY Potsdam, respectively. College authors are covered by this policy whether they own the copyright of an article or not.

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. Also known as a post-print, it includes all tables, figures, images and appendices.

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

Office of Library and Information Services (OLIS): OLIS serves the automation and technical support needs of SUNY libraries. OLIS provides support with digital repositories, library systems, shared databases and related resources, and system support on a SUNY-wide level. OLIS is leading the OA Repository initiative for SUNY libraries.

Open Access (OA): 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. A narrower term could have the effect of excluding works published in a certain format, discipline or practice. For example, the term "scholarly journal articles" might exclude those who publish in edited volumes; the term "peer-reviewed scholarly articles" might exclude law reviews which are reviewed by students or by editorial collectives.

Further Information:

SHERPA/RoMEO: A database of publishers' policies on copyright and self-archiving. Available at <http://www.sherpa.ac.uk/romeo/index.php>