



Università di Foggia



HR EXCELLENCE IN RESEARCH

University of Foggia

Open Access Policy for Scientific Literature

1. Definitions

For the purposes of this Policy:

“University” or “Institution” means the University of Foggia.

“Author” means a member of the University, affiliated with it in any capacity, such as, by way of example, a tenured professor or researcher, an adjunct lecturer, a research fellow, a PhD student, a member of the technical and administrative staff, or a student, who is the author or co-author, together with one or more individuals external to the University, of a Scientific Literature Contribution.

“University Open Access Committee for Scientific Literature” or “Committee” means the committee established under this Policy.

“Working Group” means the working group established under this Policy.

“Self-archiving” means the deposit by a University Author of a Scientific Literature Contribution in the Institutional Repository.

“Open Access” means, for the purposes of this Policy, a form of publication providing either “Libre Access” or “Gratis Access”, as defined below.

“Gratis Access” means the publication of a Scientific Literature Contribution under an irrevocable and universal licence that allows anyone interested to access it free of charge, while always preserving the authentic attribution of intellectual authorship of the Contribution.

“Libre Access” means the publication of a Scientific Literature Contribution accompanied by the free, irrevocable and universal granting to all users of the right to access the Contribution, to distribute, transmit and publicly display it, and to create and distribute derivative works in any digital format and for any responsible purpose, while always preserving the authentic attribution of intellectual authorship of the original Contribution, as well as the right to reproduce a limited number of printed copies for personal use.

“Scientific Literature Contribution” or “Contribution” means any text, including data such as images, videos, tables, drawings and formulas, intended for scientific discussion. The definition of Contribution includes, by way of example, scientific journal articles, conference proceedings, monographs and book chapters, and doctoral theses.

“Publisher’s Digital Version” means the digital version of a Scientific Literature Contribution edited and published by the publisher.

“Final Peer-Reviewed Digital Version” means the final digital version of a Contribution accepted by the publisher, incorporating the results of the peer-review process, but not yet edited by the publisher and not containing the publisher’s logos or trademarks.

“Research Registry” means the University’s digital archive of research outputs, interoperable with the databases of the Italian Ministry of University and Research (MUR).

“FAIR” (Foggia Archivio Istituzionale della Ricerca) means the University’s Open Archives Initiative (OAI) Protocol for Metadata Harvesting (PMH) repository intended to receive deposits and enable the publication of scientific research outputs.

“Institutional Repository of Scientific Literature” or “Repository” means the repository established under this Policy within the University’s OAI PMH Archive, intended to receive the deposit and publication of Scientific Literature Contributions and their related metadata.

“Metadata” means basic metadata (descriptive and structural) and contextual metadata related to a Scientific Literature Contribution (e.g., administrative and management information concerning departmental affiliation, academic disciplinary field, and other relevant information).

“Open Access Publication” means a Scientific Literature Contribution originally published in an open access journal or in another open access publishing venue, such as a book series.

2. Background

The University, in compliance with Article 3, paragraphs 6 and 7 of its Statute, which states that the Institution “supports the circulation of knowledge, including through full and open access to scientific literature”, promotes the implementation of the principle of Open Access as defined by the Berlin Declaration on Open Access to Knowledge in the Sciences and Humanities of October 2003, endorsed by the University through the signing of the Messina Declaration in 2004.

On the occasion of the tenth anniversary of the Messina Declaration in 2014, the University of Foggia confirmed, through the signing of the Road Map 2014–2018, its commitment to the principles of the Berlin Declaration.

The principle of Open Access reflects the fundamental constitutional values of promoting the development of culture and scientific and technological research, as well as safeguarding academic freedom. In particular, it aims to enhance the international dissemination of scientific research, reduce the duplication of scientific studies, strengthen interdisciplinary research, facilitate knowledge transfer to enterprises and transparency towards citizens, improve the efficiency of the use of scientific contributions for teaching purposes, and ensure the long-term preservation of scientific output.

This Policy implements the European Commission Recommendation of 17 July 2012 on access to and preservation of scientific information (2012/417/EU), whereby, among other provisions, the European Commission calls upon Member States to encourage academic institutions to define and implement policies for the dissemination of scientific publications and Open Access to such publications, as well as policies for their long-term preservation.

This Policy also implements Article 4, paragraphs 2, 3 and 4 of Law No. 112 of 7 October 2013, which converted, with amendments, Decree-Law No. 91 of 8 August 2013, entitled “Urgent provisions for the protection, enhancement and relaunch of cultural heritage and activities and tourism”, which regulates Open Access to scientific articles.

3. University Committee

The University Open Access Committee for Scientific Literature is hereby established.

The Committee is composed of the Rector or a delegate appointed by the Rector, three tenured professors or researchers representing the three European Research Council (ERC) domains, namely Physical Sciences and Engineering, Social Sciences and Humanities, and Life Sciences, one representative of research fellows, one representative of PhD students, one representative of students, one representative of the University library technical and administrative staff, and one member of the Working Group.

In coordination with the competent statutory bodies of the University, the Committee defines policies for the implementation of the Open Access principle, reviews and updates this Policy, maintains relations with external institutions promoting Open Access, and organises training and awareness-raising initiatives on Open Access.

The Committee settles any disputes concerning the interpretation of this Policy and reports annually to the Academic Senate on the performance of its duties.

4. Working Group

The Working Group on Open Access to Scientific Literature is hereby established and is composed of at least three members of the technical and administrative staff with appropriate expertise.

The Working Group monitors the implementation of this Policy, provides technical support to the Committee, manages and oversees the deposit and publication of Contributions and related metadata in the Repository, and provides technical and legal assistance to Authors.

Where necessary, the Working Group may make use of additional expertise, for example in the fields of intellectual property and copyright law.

5. Institutional Repository of Scientific Literature Contributions

Within the University’s OAI PMH Archive, the Institutional Repository of Scientific Literature (FAIR – Foggia Archivio Istituzionale della Ricerca) is established.

The Repository complies with international best practices and technical standards on Open Access. In particular, the Repository complies with the OAI PMH interoperability standard for Open Access repositories.

The Repository complies with international best practices and technical standards for the long-term preservation of Scientific Literature Contributions.

The Repository provides advanced functionalities for the registration, certification, dissemination and long-term preservation of Contributions.

The Repository is interoperable with the Research Registry and with the databases of the Italian Ministry of University and Research (MUR).

6. Deposit in the Institutional Repository

Once the Author is informed that their Contribution has been accepted by a journal or another publishing venue, the Author is required to initiate the deposit procedure in the Institutional Repository by notifying the Working Group of the acceptance.

Before proceeding with the deposit of the Contribution, the Author is required to verify which rights have been transferred to the publisher. When entering the Contribution into the Institutional Repository, the Author provides essential information regarding the agreement with the publisher and a copy of the signed contract or other document containing or referring to the contractual terms applied by the publisher. During this procedure, the Author provides additional information upon request by the Working Group.

The Working Group determines the embargo period in accordance with applicable legislation and with the provisions of licences and contracts entered into with publishers. Once the embargo period has expired, the Contribution may be made publicly available.

Until the Working Group has verified the status of access rights, the Contribution remains under closed access conditions, and only its metadata are publicly visible.

The Author deposits the Publisher's Digital Version in the Institutional Repository, either directly or with the assistance of the Working Group, through the Research Registry.

The Contribution deposited in this manner is made available under closed access conditions.

For the purposes of this Policy, under "closed access" conditions, the full text of the Contribution is accessible only to individuals duly authorised by the University through authenticated access to the Repository using University credentials.

The authorised individuals are:

- the Author or Co-author of the Contribution;
- University administrative staff authorised to perform "system administrator" functions for the Institutional Repository, solely for operational purposes related to the management and statistical processing of data and Contributions;
- the University Committee responsible for the implementation of this Policy;
- the bodies responsible for the evaluation of research results.

The University undertakes to make every effort to ensure Open Access to all Contributions deposited in the Repository, in accordance with copyright legislation and the agreements entered into with publishers.

Where the Publisher's Digital Version cannot be made publicly available, the Author may, if they so wish, deposit in the Institutional Repository the "Final Peer-Reviewed Digital Version" of the Contribution, accompanied by a declaration (metadata) confirming the consistency of its contents with the published version.

7. Publication in the Institutional Repository

Once the Author is informed that their Contribution has been accepted by any publishing venue, the Author is required to initiate the procedure for depositing the Contribution in the Repository, together with all available metadata, in accordance with the procedures set out in the Guidelines.

Where the Author holds the rights necessary for Open Access, the University requests the Author to grant it a non-exclusive, free-of-charge, irrevocable and universal licence to publish the Contribution in Open Access in the Repository.

Where the University holds the copyright in the Contribution, it proceeds immediately, upon acceptance of the Contribution, with its Open Access publication in the Institutional Repository, without prejudice to cases of incompatibility with other rights or procedures.

Where the Author does not hold the rights necessary for Open Access, or where publication in the Repository is not possible due to legal or contractual restrictions, the Contribution may be deposited under closed access conditions.

Texts intended for commercial sale and generating royalties for the Author are excluded from the scope of this publication policy.

8. Doctoral Theses

The provisions of this Policy concerning the deposit and publication of Contributions also apply to doctoral theses discussed at the University of Foggia, in implementation of Article 25 of the University of Foggia Regulations on doctoral research programmes and of the CRUI Guidelines for the deposit of doctoral theses in open repositories.

The deposit of doctoral theses in the Institutional Repository is a prerequisite for admission to the final examination, replaces the submission of paper copies of theses, and fulfils the legal deposit obligation with the National Libraries of Rome and Florence.

Doctoral theses are published under Libre Access or Gratis Access upon completion of the doctoral programme or, at the latest, within eighteen months from the date of the final examination, according to the preference expressed by the Author.

9. Copyright Management

Through the Working Group, the University provides Authors with support in managing copyright issues aimed at enabling Open Access or Gratis Access publication in the Institutional Repository.

Through the Working Group, the University recommends that Authors retain the rights necessary for Open Access publication in the Repository when they begin the publication process and enter into agreements with publishers.

The Working Group prepares model agreements aimed at assisting Authors in managing copyright with third parties, such as publication licences (so-called “licences to publish”) and addenda to publishing agreements (so-called “addenda”).

Through the Working Group, the University promotes agreements with publishers aimed at enabling Open Access or Gratis Access publication in the Institutional Repository. Such agreements must not entail any additional costs for the University.

10. Promotion of Open Access Publications

The University, following consultation with the Committee, provides incentives for Authors who apply the Open Access principle to their Contributions.

Through the Committee and with the support of the Working Group, the University develops a funding policy for Open Access publications.

In particular, the University encourages the creation of Open Access working paper series, journals and book series.

11. Training and Awareness-Raising Initiatives on the Open Access Principle

The Committee, with the support of the Working Group, organises regular training initiatives on Open Access addressed to Authors.

The Committee, with the support of the Working Group, organises public events, such as conferences and seminars, to raise awareness of the Open Access principle.

12. Monitoring the Implementation of the Policy

The Working Group monitors the implementation of this Policy, both with regard to the deposit and publication of Contributions in the Institutional Repository and with regard to Open Access Publications, producing statistics that are made available to the Committee.

By 31 December of each calendar year, the Working Group prepares and submits to the Committee a report on the implementation status of this Policy, highlighting its strengths and weaknesses.

13. Final Provisions

This Policy enters into force upon approval by the University's governing bodies.

This Policy serves as an interpretative instrument for cases of doubt concerning the relevant University Regulation on Open Access.

In coordination with the competent statutory bodies of the University, the Committee defines the policy and procedure for the digitisation, deposit and, where possible, publication in the Institutional Repository of Contributions produced before the date on which this Policy enters into force.