Open Access Policy

1. Introduction

1.1 In response to requirements from the UK government and research funders, the University College has introduced this institutional policy to support the transition towards open access to research. Background to the policy environment can be found on the Library’s Open Access LibGuide: https://libguides.aecc.ac.uk/OAIR.

1.2 Open Access (OA) is free, online access to peer-reviewed scholarly material, with as few restrictions as possible on how the material can be reused, as long as the authors are properly acknowledged.

1.3 The University College is committed to Open Access; to making its research openly accessible via the institutional repository at the earliest opportunity, and it supports the principle that ‘the outputs of publicly funded research should be freely accessible and widely available’.

1.4 The University College recommends Green Open Access as the most cost effective, sustainable way to achieve greater public access to research outputs and supports Green OA through its institutional repository.

1.5 Employees of the University College are required to deposit their final peer-reviewed journal articles and any conference proceedings with an International Standard Serial Number (ISSN), in the institutional repository within three months of acceptance for publication.

1.6 The University College will support Gold OA where appropriate funding is available to meet the costs of open access article processing charges (APCs) and researchers should take advantage of opportunities to publish their work with immediate open access upon publication.

1.7 The University College supports the use of the widest form of licensing so that the research may be read and re-used. For further detail about licenses, see the Open Access LibGuide: https://libguides.aecc.ac.uk/OAIR or library staff can be consulted.

1.8 The University College supports interoperability and commitment to metadata standards to facilitate data exchange and ensure efficient use of resources.

1.9 Research data should be saved and backed-up on University College servers. A research data audit will be carried out to prepare for the REF (Research Excellence Framework).
2. Scope

This policy applies to all employees at AECC University College who produce research outputs. The policy also applies to all published research outputs authored or co-authored by postgraduate research students at AECC University College.

3. The Institutional Repository

3.1 Individuals employed by the AECC University College are required to deposit their research in the institutional repository. This will have numerous benefits, including:

- Increased usage, visibility and impact of research activity
- Creating a global knowledge resource for the benefit of all
- Making the results of publicly funded research available to all through a free, unrestricted online access system
- Enhancing the public profile of AECC University College researchers
- Facilitating further collaborative opportunities for research

3.2 The following outputs must be deposited and made publicly available in the institutional repository:

3.2.a. Bibliographic metadata.

3.2.b. The final refereed accepted manuscript (author accepted manuscript) of all peer-reviewed journal articles and peer-reviewed conference articles at the point of acceptance for publication.

4. Responsibility

4.1 The Research and Staff Development Committee has responsibility for the oversight of this policy.

4.2 Library and Learning Services will:

a) Provide guidance on curation, archiving and storage to preserve outputs
b) Work with researchers to ensure that appropriate embargo periods are placed on deposited items and restrictions for research outputs are met
c) Provide training for researchers to ensure awareness of this policy and of open access requirements
d) Provide training for staff in copyright and intellectual property
e) Provide reports of deposited and published outputs to the REF Working Group
4.3 Research Convenors will ensure researchers are aware of their responsibilities regarding depositing published outputs in the repository within appropriate timescales.

4.4 Research Convenors will monitor and report to Research and Staff Development Committee their Research Centre’s compliance with this policy.

4.5 Researchers are responsible for clearing rights before allowing the deposit of works in the repository.