



University of Wollongong Library

OPEN ACCESS POLICY

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First approved by:	Finance & Resources Committee						
Custodian title & e-mail address:	Director Library Services margie@uow.edu.au						
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Responsible Division & Unit:	University Library Research and Innovation Division						
Supporting documents, procedures & forms of this policy:	UOW Publication Management Guide Publication Management FAQs						
References & Legislation:	ARC Open Access Policy Revised Policy on the Dissemination of Research Findings (NHMRC) UOW Research Code of Conduct UOW Authorship Policy Australian Code for the Responsible Conduct of Research UOW Publication Management website						
Audience:	Public – accessible to anyone						
Expiry date of policy (if applicable):	Not Applicable						

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1 Purpose of Policy

The University of Wollongong is committed to the dissemination and promotion of its research findings as widely as possible. A significant mechanism to do this is through the deposit of publication metadata and final manuscripts into the University's institutional research repository, in accordance with the objectives and principles of Open Access, and in particular those underpinning Green Open Access.

This policy supports the Australian Research Council (ARC) Open Access Policy, the National Health and Medical Research Council's (NHMRC) Revised Policy on the Dissemination of Research Findings and the expectations described by the Australian Code for Responsible Conduct of Research. The University of Wollongong Authorship Policy and the University of Wollongong Research Code of Conduct should be read in conjunction with these documents.

2 Definitions

Word/Term	Definition (with examples if required)
Open Access	Open Access provides the means to maximise the visibility, and thus the uptake and use, of research outputs. Open Access is the immediate, online, free availability of research outputs without restrictions on use commonly imposed by publisher copyright agreements. Variants: Green Open Access - the author can self archive, via the institutional repository, accepted manuscripts at the completion of the publication submission process. Gold Open Access – a specific fee is paid to the publisher in order to make the material available 'free' (open access) at the point of publication.
Final Manuscript	The finalised, peer-reviewed manuscript of a research publication that is submitted to the publisher immediately prior to publication. Also known as 'post-peer reviewed version' or 'post-print'.
Metadata	Information about the context, content, quality, provenance, and/or accessibility that describes a research output, for example title, author, discipline codes, year of publication.
Institutional Repository	The internally maintained platform for collecting, preserving, and disseminating - in digital form - the intellectual output of the University of Wollongong The UOW institutional repository is Research Online - http://ro.uow.edu.au/

3 Application & Scope

This policy applies to published research findings of:-

- 3.1 Academic, teaching and general staff of UOW; and
- 3.2 Individuals who hold an honorary academic title conferred by the University.

4 Policy Principles

- 4.1 Scholarly publications should be forwarded to the University Library for deposit into the official institutional repository at the time of publication
- 4.2 The following publications should be forwarded:
 - 4.2.1 Refereed, post-peer reviewed research articles (known as the 'final manuscript', or 'post-print');
 - 4.2.2 Other refereed material, such as conference papers, book chapters and books (where permitted);
 - 4.2.3 Un-refereed research publications;
- 4.3 Information stored in the institutional repository and associated research systems may be used to inform University research funding schemes and initiatives, and official research reporting programs, for example, the Higher Education Research Data Collection (HERDC) and Excellence in Research for Australia (ERA) program.
- 4.4 Only information available in the public domain will be published in the institutional repository.
- 4.5 The University maintains a position to not pay for the publishing of online research where possible. The University supports a Green approach to Open Access.
- 4.6 Gold Open Access may be supported and funded at the faculty level where strategically or otherwise appropriate. Faculty approval and funding for publication in Gold Open Access journals will reside with the relevant Associate Dean (Research).

5 Copyright Compliance

- 5.1 The deposit of material into the institutional repository does not transfer ownership of copyright to the University of Wollongong.
- 5.2 Copyright obligations for all material which is made publicly available in the institutional repository shall be cleared by the University Library.
- 5.3 Where the access to full-text material in the institutional repository is not permitted by the publisher or copyright holder, only metadata describing the material will be included in the repository and made publically available.
- 5.4 UOW authors with concerns regarding copyright matters may seek advice from the University Copyright Officer.

6 Reporting

- 6.1 Reports on repository coverage are prepared and distributed periodically by the Planning Marketing and Communications Division.
- 6.2 Individual UOW authors may request data from the Planning Marketing and Communications Division regarding the volume of metadata records and full text digital objects stored in the institutional repository under their name.
- 6.3 Administrators and managers of UOW research groups may request data from the Planning Marketing and Communications Division regarding the volume of metadata records and full text digital objects stored in the institutional repository by their group.

7 Roles and Responsibilities



- 7.1 All UOW staff are responsible for:
 - 7.1.1 Ensuring copies of their scholarly articles are forwarded to the University Library's Scholarly Content team for inclusion in the Institutional Repository.
- 7.2 The University Library is responsible for
 - 7.2.1 Maintaining and managing the Institutional Repository,
 - 7.2.2 Collecting scholarly articles for inclusion institutional repository,
 - 7.2.3 Ensuring the suitability of material to be included in the Institutional Repository, and
 - 7.2.4 Ensuring that records made available through the institutional repository do not infringe the rights of copyright holders.
- 7.3 The Research and Innovation Division is responsible for
 - 7.3.1 Providing support for data integration between UOW research information systems and the Institutional Repository.
- 7.4 The Planning Marketing and Communication Division is responsible for
 - 7.4.1 Reporting data regarding the material stored in the Institutional Repository.

8 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	4 March 2014	Finance & Resources Committee under Delegation 45.01	First Version.