



CAMILO JOSE CELA UNIVERSITY INSTITUTIONAL OPEN-ACCESS POLICY

**Access, visibility, impact and preservation
of UCJC scholarly and research production
on the Internet**

**Vice Rectorate of Innovation
Library Service**

**CAMILO JOSE CELA UNIVERSITY INSTITUTIONAL OPEN-ACCESS POLICY
(Access, visibility, impact and preservation of UCJC scholarly and
research production on the Internet)****1. Introduction**

The Camilo José Cela University Government Council held on 28 May 2015 approved its adhesion to the Declaration of Berlin 2003 <http://openaccess.mpg.de/Berlin-Declaration>. With this measure, the University took the first step in promoting open access and visibility of its scientific production and went on to join the over 504 institutions worldwide on the list.

Signing the Declaration of Berlin implied putting into practice a series of measures for encouraging open access, among which are, for example, the creation of repositories or approval of institutional mandates for open access. At the proposal of the Vice Rectorate of Innovation and in collaboration with the University Library, the following Mandate for Open Access was approved:

2. Open Access Policy**Open Access**

The first definition of open access is given in the Budapest Initiative for Open Access (February 2002) and the Berlin Declaration on Open Access to Knowledge in the Sciences and Humanities (2003). “Open access” to scientific literature means free availability on the public Internet, allowing any user to read, download, copy, distribute, print, query or add a link to the complete text of those articles. The only limitation to use of the document is imposed by moral author rights, as authors maintain control over the integrity of their work and the right to be appropriately acknowledged and cited.

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The main benefit of open-access policies is to make research more effective and its results more visible to the rest of the scientific community by eliminating legal, commercial and technological barriers to access to scientific information. It increases and improves visibility of institutions with which the authors are associated, improving their institutional positioning. It favours the impact of publications, and authors and publications receive more citations. Furthermore, open access prevents duplicating effort, promotes technology and knowledge transfer and promotes innovation and collaboration among working groups.

Declaration

Camilo José Cela University, as an institution whose purpose is education and research, considers itself involved in this process, and therefore, echoes:

- The international declarations on open access

Declaration of Berlin. Berlín Declaration on Open Access to Knowledge in the Sciences and Humanities (22 October 2003).

<http://oa.mpg.de/openaccess-berlin/berlindeclaration.html>

Declaration of Bethesda. Bethesda Statement on Open Access Publishing (20 June 2003). <http://www.earlham.edu/~peters/fos/bethesda.htm>

Declaration de Budapest. Budapest Open Access Initiative (14 February 2002).

<http://www.ceniap.gov.ve/pbd/Revistas Cientificas/ZootecniaTropical/oai/oai.pdf>

Declaration of CRUE [Conference of Rectors of Spanish Universities]-REBIUN [Spanish University Library Network] in support of the open Access model [online]. 2004 [Referendum 23 September 2009]. Available in:

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<http://oaulpgc.wordpress.com/2009/06/22/declaracion-de-rebiun-en-apoyo-del-modelo-de-acceso-abierto/>

➤ European recommendations and initiatives

Recommendation of the European Commission of 17 July 2012, related to access to scientific information and its preservation (2012/417/UE)

OpenAIRE Initiative (Open Access Infrastructure for Research in Europe). <http://www.openaire.eu/>

Horizon 2020 Framework Programme (2014-2020), which requires open-access deposit of all peer-reviewed publications generated by projects funded under the programme.

➤ Applicable Spanish legislation

Law 14/2011 of 1 June on Science, Technology and Innovation, which in its Article 27 provides for the main aspects to be considered for open-access dissemination of the results of publically funded research accepted for publication in series publications or periodicals.

Royal Decree 99/2011, of 28 January, regulating official Ph.D. coursework, states:

Article 14.5 Once the Ph.D. thesis has been approved, the university shall archive it in an open institutional repository in electronic format and shall send, also in electronic format, a copy and any complementary information necessary, to the Ministry of Education for all due effects and purposes.

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14.6. Under exceptional circumstances determined by the programme academic committee, such as, for example, the participation of businesses in the programme or school, the existence of confidentiality agreements with companies or the possibility of generating patents which fall within the content of the thesis, the universities shall design procedures for developing Sections 4 and 5 above to ensure that these aspects are not publicised.

- The example of open-access policies undertaken by over 26 Spanish universities

Declares its conformity with the principles of the Open Access Movement and agrees to develop an institutional open-access policy by which it is committed to:

- Enact mandates and recommendations addressing the institution's research community on open-access publication of any work fully or partially funded by Camilo José Cela University.
- Provide the institutional repository with the means and resources necessary to develop its function of archiving, disseminating and preserving documents and other digital objects for open access by the global research community.
- Ensure the respect and compliance with legislation related to authors rights of the materials deposited, promoting licences which foster open-access publication by the authors involved, such as, among others, those of Creative Commons.

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- Take action and carry out awareness campaigns and training on open access and collaborate with other institutions in promoting and spreading it, as well as in developing co-operation programmes in this area.

UCJC Institutional Repository

The UCJC institutional repository is the depository which houses, preserves and provides open access to scientific documents generated by the professors and researchers at Camilo Jose Cela University.

For its management, the international standards and criteria for this type of depository shall be followed and the quality of the contents of the repository shall be ensured at all times by setting quality standards for the different types of contents.

It shall be co-ordinated with the rest of the university system for access to all Spanish and international scientific and scholarly production, and shall increase the visibility and interoperability of documents by exporting metadata to academic search machines, portals, directories and other collectors. It shall also join RECOLECTA (FECYT) <http://recolecta.fecyt.es/>, and other open science collectors to augment the visibility of our scientific production (DRIVER, Google Scholar, etc.).

It shall further develop a digital preservation plan following international rules and standards in use in order to ensure perpetual access to the documents deposited.

Scope of Open Access

Camilo José Cela University includes the following within the institutional scope of open access:

- Scientific publications (journal articles, lectures, communications, scientific-technical documents, books, chapters in books, etc.)

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- Academic projects (Ph.D. and Master's theses)
- Proposals for research projects and research project reports
- Researcher profiles (CVN)
- Research data (numerical, descriptive, visual) or datasets
- Patents and utility models
- Educational resources like OpenCourseWare and others
- Digitalised bibliographic and documentary assets of Camilo José Cela University
- Camilo José Cela University publications
- Miscellaneous institutional documents subject to diffusion (rules, audiovisual material, minutes of meetings, agreements, etc.)

Obligations of Research Staff

- Research staff members must deposit by means of self-archive, a version of scientific or technical articles or other documents in the UCJC Institutional Repository, keeping in mind the self-archive policies which can be found in the Sherpa/Romeo indices (for international journals) or Dulcinea (for Spanish). Deposit shall be done as soon as possible. If, for legal reasons, it should not be possible to deposit the complete text, at least an extended abstract shall be deposited.
- The conditions of publishers related to inclusion of documents in digital open-access depositories shall be taken into consideration, if applicable, if such conditions do not allow open-access to the complete publication, it shall be included in a restricted manner and only access to the abstract

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or complete metadata describing it shall be allowed, insofar as may be possible in each case.

- Research staff members should have an ORCID identifier which shall be included on all their documents and shall include the mention of the UCJC as the institutional affiliation of their scientific production. It will thus be linked to the scientific production of researchers, facilitating knowledge of their publications and attempting to solve the problem of identification, ambiguity and duplication in the names of researchers by creating a single registry.
- The University shall attempt to promote policies for making resources supporting the new open-access publication model available to researchers (golden way), in which “the author pays to be published.”
- Depositing articles that are the result of funded research in the UCJC Institutional Repository may be one of the criteria used by the University in evaluating its teaching staff and UCJC personnel.
- If the results of research were subject to registration under any type of industrial property, the documents may not be deposited in the repository until the registration process has been completed.
- Research staff members should also use self-archive to deposit a Ph.D. thesis in electronic format, once it has been presented, read and approved by the University.
- UCJC shall preserve, ensure and maintain perpetual access to the scientific publications housed in the UCJC Institutional Repository.

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Finally, the University shall take measures to provide incentive considered appropriate to encourage proper execution of this policy from the time it is adopted.

Villafranca del Castillo, a 2 December 2016

Samuel Martin-Barbero

Honorable Rector, Camilo José Cela University