

Guidelines

At the end of one year, Libraries and Cultural Resources Academic Council will review these guidelines to evaluate the success of the mandate and the practical aspects of sustaining the program into the future.

Effective April 17, 2009, members of Libraries and Cultural Resources Academic Council have agreed to deposit their scholarly output in the University of Calgary's open access repository.

The benefits of participating in the Institutional Repository are outlined on our web site: <http://library.ucalgary.ca/services/information-faculty/open-access/benefits>

Scholarship is defined broadly in Libraries and Cultural Resources to include both traditional academic publishing and professional performance. As a general guideline, include those items you would report in your Academic Performance Report, for example:

- articles
- presentations if substantial
- conference papers and proceedings if more than an abstract
- books and book chapters
- datasets
- exhibitions and attendant catalogues
- reports and papers published in academic/professional literature
- any other work that the author(s) deem to be of scholarly importance

The repository provides a perpetual link to your body of scholarship and is retained if you retire or leave the organization. Academic staff are encouraged to add retrospective material to their collections in the Institutional Repository.

Academic staff are encouraged to upload material themselves. However, we will also assist authors as needed. Workshops will be provided on an annual basis to upload material to the repository. Academic staff may also submit publications to the Institutional Repository Administrator (digitize@ucalgary.ca) for inclusion in the repository.

Records added to the repository must conform to the metadata and subject description standards of the repository. These standards are based on the Dublin Core metadata schema and are embedded in the submission process. Full metadata records can be viewed in the repository, for example: http://dspace.ucalgary.ca/handle/1880/43523?mode=full&submit_simple>Show+full+item+record

Copyright must be cleared for each publication included in the repository. It is expected that copyright permission has been obtained for images or other

materials included in your documents. Please see the copyright information at <http://library.ucalgary.ca/copyright>.

Co-authors – It is expected that submitters to the repository have obtained permission to post the material from any co-authors of the publication.

Each publication added to the repository is covered by a copyright license. Submitters can choose to use the standard University of Calgary DSpace license <http://library.ucalgary.ca/services/information-faculty/open-access/u-c-institutional-repository> or they can create their own Creative Commons license (<http://creativecommons.org/license/>). The license is added at the time of submission.

We encourage staff to negotiate permissions with publishers for journal articles, conference presentations, proceedings, etc. You can also check the Sherpa site <http://www.sherpa.ac.uk/romeo.php?all=yes> to review the archiving policy of your journal publisher.

Where publishers do not allow self-archiving or retain copyright over an individual's publication, authors are requested to submit a metadata record for their publication and to indicate that copyright permission for publishing in the repository has not been obtained. Publishers who use a "moving wall" are acceptable under these guidelines; however, the author must provide this information prior to submitting.

If you require assistance with obtaining copyright permission, please contact the Institutional Repository Administrator at digitize@ucalgary.ca

Friday, May 1, 2009