Memorandum of Understanding
Re: Journal Hosting Services through Libraries and Cultural Resources at the University of Calgary

Between Libraries and Cultural Resources (the “Library”) and ______________________________________________________ (“Publisher”) of the journal, ______________________________________________________________________ (the “Journal”)

The parties agree as follows:

(a) The Library will:
   - Set up and maintain virtual machines hosting the Open Journals Systems (OJS) software for each journal title, providing security and accounts for Publisher to populate journal content but retaining the sole Site Administrator role and file level access to hosting servers;
   - Support forwarding to an external domain name;
   - Enroll one person (who will be the main contact) from the Publisher as Journal Manager who will then be responsible for assigning all other roles;
   - Provide initial training to Publishers as required and consultations as necessary;
   - Make every effort to support 24/7 access to e-journal content, with appropriate advance notice for regular maintenance and updates in the event of hardware/software problems;
   - Keep the OJS software up to date with new versions, as appropriate, limiting changes to ensure compatibility;
   - Provide the Publisher with hosting services at a nominal cost as agreed upon by the parties;
   - Provide access to the contents of the journal for so long as the resource is hosted on University of Calgary servers;
   - Archive the material to the current standard of preservation best practice at University of Calgary for so long as the resource is hosted on University of Calgary servers;
   - Send occasional emails to contacts for the journals hosted to provide maintenance alerts and/or best practice information;
   - Continue to host the Journal if the editorship and/or other personnel connected to the University of Calgary relocate to another institution provided there are personnel dedicated at that institution to work long distance with Library staff;
   - In the event of a termination of the hosting relationship, Library staff will collaborate and use reasonable efforts to provide a smooth transition of all necessary components of the Journal to a new home institution and/or service provider designated by the Publisher. However, the Library reserves the right to make the content accrued during the time of this agreement available to users.

(b) Acting as publisher of the journal, the faculty member, staff member, student, department or unit represented by the Publisher will:
   - Provide the name and contact information of one person who will be the main contact with the Library and act as the initial Journal Manager. That person will thereafter be responsible for assigning all other roles. If the main contact person is to change, a person with authority to represent the Publisher must provide that direction to the Library in writing;
   - Provide in writing, as Exhibit 1 of this agreement, documentation describing the journal’s scope, accepted article types, policies governing the peer-review process, a summary of author rights and responsibilities, manuscript submission requirements, and other matters pertaining to journal administration;
   - Be responsible for creating and updating the content in journals added to the OJS platform, publishing at least one issue or 4 articles within the first 12 months of site setup and then every year thereafter;
   - Grant the Library the right to transfer content (without changing it) to any medium or format necessary for the purpose of preservation;
   - Agree that the University of Calgary is not responsible for damages, costs or losses of data including, but not limited to, hardware breakdown, software upgrades or network outages;
   - Take full responsibility for the content and dissemination of the Journal’s content, indemnifying the University of Calgary against any legal action with regard to content;
   - Inform the Library if they acquire an external domain name;
   - Agree to receive occasional emails that provide maintenance alerts and/or best practice information from the University of Calgary.

(c) Both parties will:
   - Mutually agree to provide six (6) months written notice if either wishes to discontinue this arrangement.
With the exception of the provisions concerning cessation of services and liability, the provisions included in this Memorandum of Understanding are not legally binding on either party.

Effective Date and Signature

Library representative’s signature

Library representative’s name

Library representative’s title

TFDL 329, 2500 University Dr NW, T2N 1N4, Calgary, Alberta

Address

Telephone number and Email address

Date

Journal representative’s signature

Journal representative’s name

Journal representative’s title

Address

Telephone number and Email address

Date

Main Contact (if different than above) – Telephone number and Email address
Exhibit 1: Documentation Describing the Administration of the Journal

Detail the journal’s scope, accepted article types, policies governing the peer review process, a summary of author rights and responsibilities, manuscript submission requirements, style guides, and other matters pertaining to administration of the journal.

Specific headings that will be on the website by default include:
- About This Journal
- Aims & Scope
- Editorial Board
- Policies

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