



Мастер класс “С чего начать:

Подготовка и создание архивов открытого доступа»

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eIFL.net

С чего начать

Рабочая группа:
библиотека,
администрация,
IT, и т.д

Предположение

1. *Администрация принципиально согласна создавать репозитарий открытого доступа (РОД).*
2. *Есть сервер для РОД или место на сервере*
3. *Есть менеджер.*

**(Proposed checklist for the implementation
of an Institutional Repository (IR)
Developed by the Department of Library Services
in the University of Pretoria, South Africa)**

Что нужно ✓

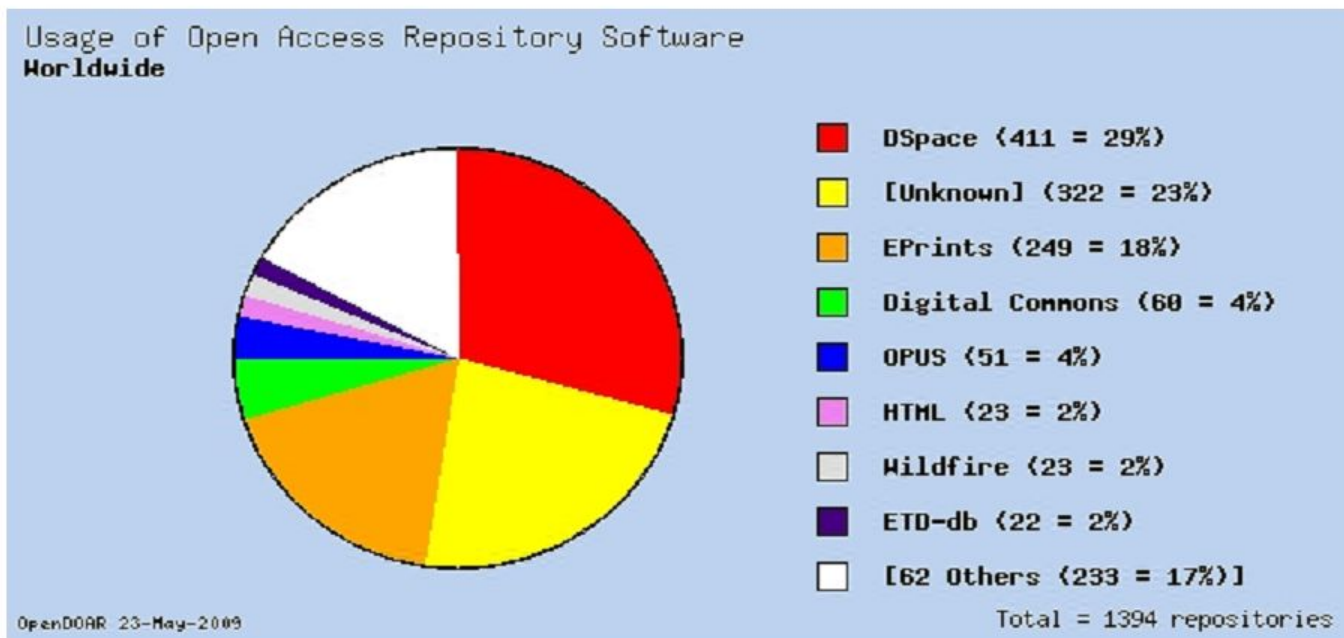
1. 1-4 сотрудника, с которых можно начать.
2. Анализ потребностей университета.
3. Анализ программного обеспечения.
4. Списки рассылок.
5. Имя РОД.

OpenDOAR

Directory of Open Access Repositories

Home | Find | Suggest | Tools | FAQ | About | Contact Us

Usage of Open Access Repository Software - Worldwide



For further data, please see the corresponding [table of repositories](#) sorted by software platform.

If you would like to incorporate this chart in your own website, please copy and paste the following HTML source code into the relevant position in your web page:

```
<img src="http://www.opendoar.org/  
charts.php?groupby=r.rSoftWareName&orderby=Tally  
DESC&charttype=pie&width=600&height=300&caption=Usage  
of Open Access Repository Software - Worldwide" width="600"
```




Search

Building Repositories

Repository Software Survey, March 2009

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Product Comparison Table

Click on product name column headings to see individual data sheets with further data, links, and exemplar repositories.

Feature	CONTENTdm	Digital Commons	DigiTool	DSpace	EPrints	EQUELLA	Fedora	intraLibrary	Open Repository	VITAL	Zentify
Cost:	Commercial	Commercial	Commercial	Free	Free	Commercial	Free	Commercial	Commercial	Commercial	Free
Supported Item Types (Storage and rendition)											
Documents (pdf, doc, ppt,...):	current standard	current standard	current standard	current standard	current standard	current standard	current standard	current standard	current standard	current standard	current standard
Images (jpeg, gif, png,...):	current standard	current standard	current standard	current standard	current standard	current standard	current standard	current standard	current standard	current standard	current standard
Video (mpeg, avi,...):	current standard	current standard	current standard	current standard	current 3rd party	current standard	current standard	current standard	current standard	current standard	current standard
Audio (mp3, wav,...):	current standard	current standard	current standard	current standard	current 3rd party	current standard	current standard	current standard	current standard	current standard	current standard
Learning objects (scorm,...):	future standard	-	-	current optional	current 3rd party	current standard	current standard	current standard	current optional	current 3rd party	current standard
Other:	-	-	-	Websites, CAD drawings, 3D	Easily extensible for other types.	Can store & manage all content types	Can store & manage all content types	-	Websites, CAD drawings, 3D	-	Can store and manage all content types

Thumbnail Previews

Image Files:	current standard	current standard	current standard	current standard	current standard	current standard	current 3rd party	current standard	current standard	current standard	-
Video Files:	current standard	current standard	current standard	current standard	current 3rd party	current 3rd party	current 3rd party	-	future optional	current standard	-
PDF & Texts:	current standard	current standard	current standard	current standard	current standard	current standard	current 3rd party	-	current standard	current standard	-

User Interface Functions

Feature	CONTENTdm	Digital Commons	DigiTool	DSpace	EPrints	EQUELLA	Fedora	intraLibrary	Open Repository	VITAL	Zentify
End-user Deposition:	current standard	current standard	current standard	current standard	current standard	current standard	current 3rd party	current standard	current standard	current standard	current standard
Built-in PDF Making:	current standard	current standard	-	current 3rd party	current standard	current standard	-	-	current standard	current 3rd party	-

Вопросы

1. **Зачем** Вашей организации репозитарий?
Цель, двигатели, и т.д.
2. **Какое место** занимает репозитарий в
информационном пространстве
университета?
3. **Контент?**
4. **Политика интеллектуальной
собственности.**

Вопросы 2

5. Роли и ответственность.

6. Отчеты и статистика.

7. Сообщества и коллекции.

8. Бизнес-план.

9. Сервисные соглашения?

10. Процедуры.

(adaptation from the Repository Support Project, the UK: <http://www.rsp.ac.uk/>)

Что нужно 2 ✓

6. Зарегистрировать репозитарий в
харвестерах, поисковиках,
директориях, и т.д.

7. Менеджмент, маркетинг и тренинги.



DRIVER Guidelines 2.0

Guidelines for content providers - Exposing textual resources with OAI-PMH

[November 2008]



[Guidelines for Repository Managers and Administrators on how to expose digital scientific resources using OAI-PMH and Dublin Core Metadata, creating interoperability by homogenising the repository output.]



Metadata

support@rsp.ac.uk

Overview

Metadata is information about information. According to NISO it is "structured information that describes, explains, locates, or otherwise makes it easier to retrieve, use, or manage an information resource"¹. Objects stored in an institutional repository are always accompanied by metadata records. This briefing paper introduces the different uses of metadata within an institutional repository and explores how such metadata can be defined.

Metadata in the repository

The primary function of metadata in an institutional repository is resource discovery. Resource discovery is enabled and enhanced by assigning relevant criteria to content items. This helps users identify resources, brings similar resources together, distinguishes dissimilar resources and gives location information. External systems

Types of metadata

There are three main types of metadata:

- **Descriptive:** Facilitates resource discovery and identification; includes elements such as item titles, authors and keywords.
- **Structural:** Describes how items relate to one another; particularly important for recording versions of an item over time and for dealing with complex items such as chapters within a book.
- **Administrative:** Helps manage the resource itself; it includes rights management and preservation metadata that records how files were created and the rights associated with them.

Defining your metadata schema

Metadata schemas are sets of metadata elements

References & further information :

¹ NISO Understanding Metadata

<http://www.niso.org/standards/resource/UnderstandingMetadata.pdf>

² OAI-PMH - Open Archives Initiative-Protocol for Metadata Harvesting

<http://www.openarchives.org/>

³ Dublin Core

<http://www.dublincore.org/>

⁴ METS – Metadata Encoding & Transmission Standard

<http://www.loc.gov/standards/mets/>

⁵ MODS - Metadata Object Description Schema

<http://www.loc.gov/standards/mods/>

⁶ DIDL - Digital Item Declaration Language

<http://xml.coverpages.org/MPEG21-WG-11-N3971-200103.pdf>

⁷ PREMIS - PREservation Metadata Implementation Strategies

<http://www.odc.org/research/projects/pmwg/>

⁸ SWAP - Scholarly Works Application Profile

http://www.ukoln.ac.uk/repositories/digirep/index/Eprints_Application_Profile

⁹ ETHOS - UK Electronic Theses and Dissertations qualified Dublin Core (UKETD_DC)

http://ethos toolkit.rgu.ac.uk/wp-content/ethos-content/UKETD_DC.htm

¹⁰ Images Application Profile

http://www.ukoln.ac.uk/repositories/digirep/index/Images_Application_Profile

Repositories Support Project

<http://www.rsp.ac.uk>

The Repositories Support Project (RSP) aims to coordinate and deliver good practice and practical advice to HEIs to enable the implementation, management and development of digital institutional repositories.



Handling Version Information

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Overview

Academic researchers typically produce many revisions of a research output, up to 60 in some cases. By adding version information to papers, with clear links to published versions, it is possible to allay concerns about the quality of different versions. The briefing paper provides recommendations for handling versions within digital repositories.

The VERSIONS Project conducted a study, including two surveys and 26 interviews, to address the uncertainties relating to versions of academic papers in repositories.

The Version Identification Framework (VIF) provides guidance and solutions for repository managers, content creators and software developers about identifying versions of any type of digital object.

VERSIONS: User requirements and attitudes

Draft	Early version circulated as work in progress
Submitted Version	The version that has been submitted to a journal for peer review
Accepted Version	Author-created version incorporating referee comments and is accepted for publication
Published Version	The publisher-created published version
Updated Version	A version updated since publication

Table 1. Recommended terms for describing versions of journal papers

81% of authors surveyed stated they would deposit their final Accepted Versions of journal articles in an institutional repository 'if invited to do so'. Adding version information to authors' papers, with clear links to published versions, helps allay concerns about the quality of accepted versions and about potential loss of downloads for published versions.



What are workflows?

Workflows are a break-down of the administrative tasks needed within a repository. They allow the various activities involved in running a repository to be assigned to the individuals or groups who are best able to deal with them.

The process of defining workflows is closely aligned with a stakeholder analysis of those involved with the repository: once you have identified the benefits and issues relevant to each stakeholder group, the next step is to ask exactly *how* users are going to interact with the repository software, and what specific tasks they are going to complete.

The benefits of submission workflows

There are several benefits to creating submission workflows within the repository:

- **Streamlines the deposit process** – a comprehensive submissions workflow minimises effort and simultaneously ensures capture of all required information without duplication of effort or heroic measures.
- **Encourages user deposits** – A user-friendly submissions workflow can encourage academics to deposit more items.
- **Integrates quality assurance** – building checking stages into workflows allows items or metadata to be double checked for accuracy and consistency early in the life of the item.




Search

Building Repositories

Tools and Add-ons

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[PDF-making](#) | [SHERPA/ROMEO](#) | [OpenDOAR Policy Tool](#)

PDF-Making Software

Although their usefulness is a matter of debate, the most common file format used in Open Access repositories is PDF (Portable Document Format). PDF was originally developed by Adobe, and Adobe Acrobat Professional remains the gold standard package for generating PDFs (n.b. not just the Adobe Acrobat reader). It is expensive, but in a mediated repository service, it is appropriate for mediators to have the full version.

The situation is more problematic, however, with self-deposition. Authors need to be able to create PDFs themselves, and it probably will not be justifiable on cost grounds to give them all the full Adobe Acrobat. Furthermore, some repositories have reported that people having to locate and install their own PDF making software can be a barrier to deposition. Even the adjustment to printing rather than saving documents to turn them into PDFs can be confusing for some authors. And merging separate files and images to form a single document can also be a significant challenge.

Cheaper or free alternatives to Adobe Acrobat are available that may be suitable for institution-wide distribution. A notable example is the MS Office 2007 add-in `SaveAsPDF.exe` that can be installed locally to allow easy conversion to PDF. Products include:

- **Adobe Acrobat**
 - <http://www.adobe.com/products/acrobat/>
- **2007 Microsoft Office Add-in - 'Save as PDF'**
 - <http://www.microsoft.com/downloads/>
- **PDF Converter Pro** - Nuance Communications
 - <http://www.nuance.com/pdfconverter/>
- **pdfFactory**

Сервисы

Актуальные CV

Бек-ап

Статистика использования

Списки публикаций, библиография

Печать по востребованию

Менеджмент и оценка качества исследований

Персональные веб-страницы

Маркетинг

Виртуальная среда обучения

Трудоустройство студентов

OpenDOAR

Directory of Open Access Repositories

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The Directory of Open Access Repositories - OpenDOAR

[Search for repositories](#) | [Search repository contents](#) | [List of repositories](#) | [Repository Statistics](#)

OpenDOAR is an authoritative directory of academic open access repositories. Each OpenDOAR repository has been visited by project staff to check the information that is recorded here. This in-depth approach does not rely on automated analysis and gives a quality-controlled list of repositories.

As well as providing a simple [repository list](#), OpenDOAR lets you [search for repositories](#) or [search repository contents](#). Additionally, we provide tools and support to both repository administrators and service providers in sharing best practice and improving the quality of the repository infrastructure. Further explanation of these features is given in a project document [Beyond the list](#).

The current directory lists repositories and allows breakdown and selection by a variety of criteria - see the [Find](#) page - which can also be viewed as [statistical charts](#). The underlying database has been designed from the ground up to include in-depth information on each repository that can be used for search, analysis, or underpinning services like text-mining. The OpenDOAR service is being developed incrementally, developing the current service as new features are introduced. A list of [Upgrades and Additions](#) is available.

Developments will be of use both to users wishing to find original research papers and for service providers like search engines or alert services which need easy-to-use tools for developing tailored search services to suit specific user communities.

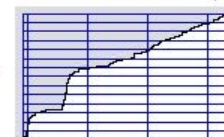
The importance and widespread support for the project can be seen in its funders, led by the [Open Society Institute](#) (OSI), along with the [Joint Information Systems Committee](#) (JISC), the [Consortium of Research Libraries](#) (CURL) and [SPARCEurope](#).

OpenDOAR has also been identified as a key resource for the Open Access community ([K.B. Oliver & R. Swain, 2006](#) - PDF), and was one of the services which contributed to SHERPA being awarded the [SPARC Europe Award for Outstanding Achievements in Scholarly Communications](#).

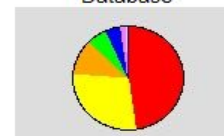
More information on the project is available on this site through the [About](#) page.

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OpenDOAR has
over 1300 listings!



Growth of the OpenDOAR Database



Repositories by Continent



Search or Browse for Repositories

[Recent Additions](#) [RSS1 Feed](#)

Any Subject Area Any Content Type Any Repository Type

Any Country Any Language Any Software

Summaries 20 per page. Sort by: Repository Name

To search the *contents* of the repositories listed in *OpenDOAR*, please see our [trial search page](#).

Results 1 - 20 of 1394.

Page: << Previous 1 2 3 4 5 6 7 8 9 10 Next >>

[MyManuskrip: Digital Library of Malay Manuscripts \(Pustaka Digital Manskrip Melayu\)](#)

Organisation: [Faculty of Computer Science and Information Technology, University of Malaya](#) (UM), Malaysia

Description: This site provides access to the manuscript content and manuscript research from Malaysia. The interface is in English.

Software: Greenstone

Size: 50 items (2008-09-22)

Subjects: Multidisciplinary; History and Archaeology; Library and Information Science

Content: Books; Multimedia

Languages: English

Policies: Metadata re-use policy explicitly undefined; Full data item policies explicitly undefined; Content policies explicitly undefined; Submission policies explicitly undefined; Preservation policies explicitly undefined

[11th Joint Symposium on Neural Computation](#)

Organisation: [Caltech](#) (California Institute of Technology), United States

Description: This is a closed subject based repository containing papers from this 2004 conference. Part of the Caltech Online Digital Archives (CODA) project.

OAI-PMH: <http://jnc.library.caltech.edu/perl/oai2>

Software: EPrints

Size: 30 items (2009-02-10)

Subjects: Computers and IT

Content: Conferences

Languages: English

Policies: Metadata re-use permitted for not-for-profit purposes; Harvesting full data items by robots prohibited; Content policies explicitly undefined; Submission policies defined; Preservation policies not stated

[Aalborg University - Electronic Library](#)

Organisation: [Aalborg Universitetsbiblioteks, Aalborg Universitet](#), Denmark

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Tools for Repository Administrators

[Application Programmers' Interface \(API\)](#)

The API is a machine-to-machine interface that lets applications run a wide variety of queries against the *OpenDOAR* Database and return the results as XML data. You can choose to retrieve just repository titles & URLs (suitable for OAI-PMH harvesting), or all the available *OpenDOAR* data, or intermediate levels of detail. You can then incorporate the output into your own applications and 'mash-ups'. [PowerPoint Demo](#)

[OpenDOAR Charts](#)

The chart pages that can be viewed using *OpenDOAR*'s [Find](#) facility also provide HTML source code to let you copy and paste the charts into your own web pages. These are dynamic, so the charts will reflect the changes to *OpenDOAR* as it is updated. Our JISC [PowerPoint Demo](#) shows how to use this tool.

[Email Distribution Service](#)

This service has been set up to provide repository administrators, service providers and researchers with a bespoke email redistribution service. Through using a series of menus and options on the [request form](#) it is possible to address directly a specific portion of the *OpenDOAR* listed repositories. Emails are filtered by *OpenDOAR* staff in terms of content and suitability before redistribution. See the [service scope](#) for full details.

[Policies Tool](#)

Using check boxes and pick lists, this tool helps administrators to formulate and/or present their repository's policies. Having a clear policy on the re-use of deposited items helps search service providers, which in turn helps to maximise the impact of your organisation's research, and to further the aims of the Open Access movement. Output options include: HTML for use in your website, and text formatted for EPrints configuration files. [PowerPoint Demo](#)

[OpenDOAR Search](#)

We have launched a trial service of [OpenDOAR Search](#), which uses the excellent [Google Custom Search Engine](#) to offer full-text search of repositories listed in *OpenDOAR*. This service does not use the OAI-PMH protocol, or the metadata held within repositories. Instead, it relies on Google's indexes, which in turn rely on repositories being suitably structured and configured for the Googlebot web crawler.

If you are an administrator and your material is not being retrieved, first check that your repository is listed in [OpenDOAR](#). If it is listed, you may need to review your set-up against Google's [Guidelines for Webmasters](#) and see the related pages in the [Webmaster Help Center](#), especially the FAQ on [how Google crawls sites](#).

There is also more [general advice](#) for configuring your repository to work with Google, given by [Peter Suber](#).

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OpenDOAR - Tools ...

Final 18thofmay200...

OA policy and legal ...

eIFL

EN



20:03

OpenDOAR

Policies Tool

[Introduction](#) | [Purpose of this Tool](#) | [Non-Aims](#) | [Policies Covered](#) | [Customisation](#) | [EPrints Software](#) | [Demonstration](#)

Repository name *	<input type="text"/>
Repository URL *	<input type="text" value="http://"/>
OAI Base URL *	<input type="text" value="http://"/>
* <i>Optional but recommended information.</i>	
<input type="button" value="Start"/> <input type="button" value="Clear"/>	

Introduction

In a survey for *OpenDOAR* in early 2006, Peter Millington discovered that about two thirds of Open Access repositories did not have publicly stated policies for the permitted re-use of deposited items or for such things as submission of items, long term preservation, etc. This complicates matters for organisations wishing to provide search services, which in turn reduces the visibility and impact of these repositories.

Reference

Peter Millington (2006) [Moving Forward with the OpenDOAR Directory](#), 8th International Conference on Current Research Information Systems, Bergen, 11th-13th May 2006

Purpose of this Tool

To improve the situation, *OpenDOAR* has created this simple tool to help repository administrators to formulate and/or present their repository's policies. It provides a series of check boxes and pick lists for all the key policy options, which can be very quickly selected.

We have even provided recommended options for minimum compliance with the aims of the Open Access movement, and for optimising usage of your repository. For example, the minimum policy recommends allowing re-use of metadata for not-for-profit purposes, but prohibits commercial re-use. On the other hand, the optimum policy also allows free commercial re-use because the extra exposure this gives to your material probably outweighs any disadvantages.

Several output formats are provided, including: HTML (for inclusion in your website), plain text, and source code for EPrints software configuration files ([see below](#)). Other formats may follow. We welcome suggestions.

Non-Aims

This tool is not intended to generate policy statements for legal purposes. The emphasis is on clear plain language for repository users. If your lawyers wish to be more specific, we recommend you put legal statements on separate web pages. This tool lets you include links to such pages, if you wish.

Policies Covered

- **Metadata Policy**- for information describing items in the repository.

Access to metadata; Re-use of metadata

- **Data Policy** - for full-text and other full data items.

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Define Repository Policies

Unnamed Repository

OAI Base URL: Not known

POLICIES

Metadata Policy for information describing items in the repository

Policy not yet defined

Add

Data Policy for full-text and other full data items

Policy not yet defined

Add

Content Policy for types of document & data set held

Policy not yet defined

Add

Submission Policy concerning depositors, quality & copyright

Policy not yet defined

Add

Preservation Policy

Policy not yet defined

Add

OUTPUT OPTIONS

Define Repository Policies HTML Source Text Only EPrints 2 or 3 Web Page EPrints Config Source

OK

Reset

Exit

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Metadata Policy for information describing items in the repository

The policy currently declared in the OAI configuration is:

Unable to harvest the current policy - no OAI Base URL available.

Use this form to specify your policy in standard *OpenDOAR* Terms, or...

+ [Set *OpenDOAR* minimum recommended options](#)

‡ [Set optimum recommended options](#)

Access to Metadata

- Anyone may access the metadata free of charge. +‡
- Access to some or all of the metadata is controlled.

Re-Use of Metadata

- No metadata re-use policy defined. Assume no rights at all have been granted.
- Metadata re-use policy (*Please specify*):

- The metadata **may** be re-used in any medium without prior permission +‡
 - for not-for-profit purposes +‡
 - and re-sold commercially ‡
 - the OAI Identifier or a link to the original metadata is given. +‡
 - the repository is mentioned.
- The metadata **must not** be re-used in any medium for
 - commercial purposes + - without formal permission.
 - not-for-profit purposes

For more information



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Unable to harvest the current policy - no OAI Base URL available.

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For more information



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Define Repository Policies

Unnamed Repository

OAI Base URL: Not known

POLICIES

Metadata Policy for information describing items in the repository

1. Anyone may access the metadata free of charge.
2. The metadata may be re-used in any medium without prior permission for not-for-profit purposes and re-sold commercially provided the OAI Identifier or a link to the original metadata record are given.

Edit

Data Policy for full-text and other full data items

Policy not yet defined

Add

Content Policy for types of document & data set held

Policy not yet defined

Add

Submission Policy concerning depositors, quality & copyright

Policy not yet defined

Add

Preservation Policy

Policy not yet defined

Add

OUTPUT OPTIONS

Define Repository Policies

Nottingham ePrints

OAI Base URL: <http://eprints.nottingham.ac.uk/perl/oai2>

POLICIES

Metadata Policy for information describing items in the repository

1. Anyone may access the metadata free of charge.
2. The metadata may be re-used in any medium without prior permission for not-for-profit purposes and re-sold commercially provided the OAI Identifier or a link to the original metadata record are given.

[Edit](#)

Data Policy for full-text and other full data items

1. Anyone may access full items free of charge.
2. Copies of full items generally can be:
 - o reproduced, displayed or performed, and given to third parties in any format or medium
 - o for personal research or study, educational, or not-for-profit purposes without prior permission or charge.provided:
 - o the authors, title and full bibliographic details are given
 - o a hyperlink and/or URL are given for the original metadata page
 - o the content is not changed in any way
3. Full items must not be harvested by robots except transiently for full-text indexing or citation analysis
4. Full items must not be sold commercially in any format or medium without formal permission of the copyright holders.
5. This repository is **not** the publisher; it is merely the online archive.
6. Mention of the repository is appreciated but not mandatory.

[Edit](#)

Content Policy for types of document & data set held

1. This is an institutional or departmental repository.
2. The repository holds all types of materials except: Theses and dissertations
3. Papers may include:
 - o unpublished pre-prints (not peer-reviewed)
 - o final peer-reviewed drafts (post-prints)
 - o published versions
4. Papers are individually tagged with their peer-review and publication status.
5. Principal language: English

[Edit](#)

Nottingham ePrints - Policies

Metadata Policy for information describing items in the repository

1. Anyone may access the metadata free of charge.
2. The metadata may be stored in any medium without prior permission for not-for-profit purposes and may be commercially provided to third parties so long as the original metadata records given.

Data Policy for full-text and other full data items

1. Anyone may access full items free of charge.
2. Copies of full items generally can be:
 - o reproduced, displayed or performed, and given to third parties in any format or medium
 - o for personal research or study, educational or not-for-profit purposes without prior permission or charge.

provided:

- o the author, title and full bibliographic details are given
 - o a hyperlink and/or URL are given for the original metadata page
 - o the content is not changed in any way
3. Full items may be licensed by the copyright owner only for full-text mining or data analysis
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Content Policy

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Спасибо SHERPA!

Особенно

Peter Millington, Technical Development Officer

Политики открытого доступа (ОД)

Требовать или рекомендовать

лучше требовать

(Based on **Open access policy options for funding agencies and universities**

The SPARC Open Access Newsletter, issue #130 and The SPARC Open Access
Newsletter, issue #127,

by Peter Suber:

<http://www.earlham.edu/~peters/fos/newsletter/02-02-09.htm>

and <http://www.earlham.edu/~peters/fos/newsletter/11-02-08.htm>)

Политики ОД

Зеленый или золотой пути?

Рекомендовать золотой
(публикации в журналах ОД)

требовать – зеленый
(репозитарии ОД)

Политики ОД

Что архивировать?

Окончательную отрецензированную
версию авторской рукописи

Данные

Обязательна ссылка на напечатанную
статью для цитирования

Рекомендовать и другие материалы

Политики ОД

Что архивировать?

Результаты исследований,
профинансированных частично или
полностью

Политики ОД

Эмбарго?

Не больше 6 месяцев
Чем короче, тем лучше

Политики ОД

Исключения?

Патенты

Книги

Гостайна

и т.д.



- navigation
- Main Page
 - Recent changes
 - Content
 - Projects
 - Categories
 - Practice editing
 - Help

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 - sitesupport

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Otago Polytechnic/Intellectual property

< [Otago Polytechnic](#)



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- 2 Statutory Compliance
- 3 National Guidelines
- 4 Policy and Procedures
 - 4.1 Definitions of IP
- 5 Policy
 - 5.1 Ownership of IP and outputs arising from intellectual activity
 - 5.2 Students IP
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 - 5.4 Attribution of Ownership of IP
 - 5.5 Disputes
 - 5.6 Plagiarism
- 6 Referral Documents

Purpose

Otago Polytechnic wishes to foster research and development that advances knowledge and scholarship; and to support projects where that leads to marketable products or services.

The Polytechnic:

- has a preference for the open sharing of information, knowledge and resources
- recognises that intellectual property (IP) is owned by the creator, unless there are specific agreements to the ownership of IP by others, and
- wishes to foster the empowerment of individuals in their endeavours in a protective and/or promotional framework for individual creators associated with Otago Polytechnic.

The policy recognises that the Polytechnic will accrue benefits from the outcomes of the IP created by the intellectual activity of its staff and students and the dissemination and sharing of these outcomes.

The Polytechnic wishes to support free and open access to IP generated through the "Creative Commons" attribution process.

All IP that is brought into the Polytechnic belongs with the creators/owners of that IP.

A screenshot of a web browser window displaying the Science Commons Scholar's Copyright Addendum Engine page. The browser's address bar shows the URL http://scholars.sciencecommons.org/. The page features a dark blue header with the Science Commons logo on the right. The main content area is white and contains the following sections: a title 'Scholar's Copyright Addendum Engine', a paragraph explaining the tool's purpose, a blue link '(get started)', a 'Description' section, a 'Science Commons / SPARC Addendum' section, and 'Other Options From Science Commons' which includes 'Immediate Access' and 'Delayed Access'.

Scholar's Copyright Addendum Engine



The Scholar's Copyright Addendum Engine will help you generate a PDF form that you can attach to a journal publisher's copyright agreement to ensure that you retain certain rights.

[\(get started\)](#)

Description

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Other Options From Science Commons

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Journal

Author Information

Publisher

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ECP-2006-DILI-510001

NEEO

First Report on IPR issues

Delivery date	<i>29 February 2008</i>
Status	<i>Final</i>
Author(s)	<i>Martin Reid, UCL</i>



eContentplus

This project is funded under the eContentplus programme¹,
a multiannual Community programme to make digital content in Europe more accessible, usable and exploitable.

3. USEFUL DOCUMENTATION

3.1 Model letters/emails to publishers requesting full-text deposit

3.2 *Where there is no explicit permission given to mount full-text on a repository, it is often worthwhile writing or emailing directly to the publisher. This template can be used to form a letter to a publisher requesting permission to mount material on a repository on behalf of an academic author.*

Dear [insert name of publisher's rights manager or similar],

I am contacting you on behalf of Professor/Dr [insert name of author] who is a contributing author to one of your journals.

Professor/Dr [insert name of author] is a member of staff here at the University of [name of institution] and would like to deposit the full text of the following article(s) from [insert journal name] in the University's institutional repository. Professor/Dr [insert name of author] has authorised me to do this on [his/her] behalf and to contact you to seek permission to do this.

Article:

[authors names] , [date], [title]

[journal name], [volume or number], [pages]

The institutional repository is a not-for-profit service for our academic authors, providing access to the full-text of their publications. Full bibliographic details are given for each article, including the journal of original publication, etc.

If possible, it is preferred to archive the finalised pdf version as it appears in print. The pdf version has an advantage over mounting the author's own version, in that it maintains consistency in appearance of the article wherever it is read. This also maintains a closer association of the article with the Journal, through the header-title and journal house-style.

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Thank you for your attention with this and I look forward to hearing from you.



3.3 *Some publishers insist on the author writing or emailing them directly to request permission to mount eprints in a repository. In such cases, it may be useful to provide the author with a template such as the one below to help them construct their request.*

Dear [insert name of publisher's rights manager or similar],

I am writing to ask permission to mount a copy of an article of mine which was published in one of your journals in my institution's repository.

The article is:

[authors names] , [date], [title]

[journal name], [volume or number], [pages]

The institutional repository is a not-for-profit service for academic authors, providing access to the full-text of their publications. Full bibliographic details are given for each article, including the journal of original publication, etc.

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 - (c) where the Item has been published, citation details of the published version,
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- [(3) The Depositor agrees that in the event of assigning copyright in the Item to a third party, the Depositor shall use its best endeavours to secure from the third party assignee all necessary rights to enable the Depositor to continue the operation of this Licence on the basis of:
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 - (b) with a view to continuing unaltered the operation of this Licence.]

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 - Attribution-Non Commercial-No Derivatives



Attribution-Non Commercial-Share Alike

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Execution

- I ACCEPT the terms of this Licence
- I DO NOT ACCEPT the terms of this Licence

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or
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Спасибо! Вопросы?

Ирина Кучма

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