



Senate

Policy Name	Open Access Policy
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Responsibility for Revision	Chair, SCOLA
Responsibility for Implementation	University Librarian

Purpose:

Mount Saint Vincent University (MSVU) is committed to disseminating its research and scholarship as widely as possible and has had an open access policy since October 2010.

The purpose of the policy is:

- to encourage all members of the research community at MSVU to recognize and participate in open access principles and practices.
- to remind the MSVU research community of the [*Tri-Agency Open Access Policy on Publications*](#) (February 27, 2015) and the [*Tri-Agency Research Data Management Policy*](#) (March 15, 2021) to increase awareness of their directives.
- to facilitate long-term preservation of and access to MSVU's intellectual output.

Scope:

This policy applies to all members of the MSVU research community including but not limited to faculty, students and staff.

Definitions:

Open access - The principle that information, and in particular scholarly material, should be freely accessible online for the betterment of the global research and education community.

Institutional Repository - An online collection maintained to store and make accessible an institution's scholarly material. The Library & Archives maintains the institutional repository for the University, known as the Mount E-Commons.

Data Repository - An online storage space for researchers to deposit data associated with their research. Most data repositories also facilitate dissemination of data in appropriate circumstances. Data repositories may be maintained by postsecondary institutions or other organizations. The Library & Archives maintains a license to an institutional data repository (Dataverse) for use by MSVU researchers to deposit their data.

Scholarly material - Works (both peer-reviewed and non-peer-reviewed) including but not limited to published material, published or unpublished data, conference presentations, and creative works.

Policy:

Without contravening any collective agreements currently in place at the University:

1. MSVU supports the principle of open access.
2. MSVU shall maintain institutional repositories for use by the University community.
3. The Library & Archives shall manage MSVU's institutional repositories according to international standards for open access.
4. The MSVU Library & Archives and Research Office will support researchers to adhere to this policy.
5. Researchers in receipt of Tri-Agency funding must comply with the [*Tri-Agency Open Access Policy on Publications*](#), by
 - a. depositing their final, peer-reviewed publications in an institutional repository, or by
 - b. publishing their peer-reviewed articles in a journal which offers immediate or eventual open access within twelve (12) months.
6. Researchers in receipt of Tri-Agency funding must comply with the [*Tri-Agency Research Data Management Policy*](#) by determining whether their funding requires deposit of research data to a repository and adhering to any data requirements, including open deposit.

Procedures:

1. Researchers will contact the Library or the Research Office for further information regarding open access and compliance with Tri-Agency requirements.
2. The Library will assist the research community with the deposit of scholarly material into an institutional repository or data sets into a data repository.
3. Graduate students with a thesis requirement will follow the University's Electronic Thesis Deposit Program procedures.

Recommendations:

1. All members of the MSVU research community are strongly encouraged to deposit their scholarly works, including previously published works, into an institutional repository.
2. In most cases, the publisher determines the form in which an article may be made accessible in the institutional repository (e.g., pre-print, post-print or published version). Researchers are encouraged to gain the maximum rights from publishers to deposit their work in an institutional repository (i.e., post-print or published version).
3. Tri-Agency grant recipients are responsible for determining which publishers allow for the retention of copyright or what permissions are included in their publishing agreement(s). All researchers are encouraged to determine their author rights before selecting a publisher.
4. Whenever possible, instructors are encouraged to consider open access options. The Library offers guidance in selecting appropriate open access texts and other open educational resources.
5. When possible and appropriate, all members of the MSVU research community are encouraged to make their data sets and other supporting materials open access through the use of data repositories.