



Senate

Policy Name	Open Access Policy
Policy Number	SLC-2016-01
Origin	Senate Library Committee
Authority	Senate
Date of Original Approval	2010 10 25
Supersedes	NA
Last Updated	2016-01-29
Effective from	2016 01 29
Review/Retirement Date	2019 01 29
Responsibility for Revision	Chair, Senate Library Committee
Responsibility for Implementation	University Librarian

Purpose:

Mount Saint Vincent University 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 Mount Saint Vincent University to recognize and participate in open access principles and practices.
- to remind the Mount's research community of the [*Tri-Agency Open Access Policy on Publications*](#) (February 27, 2015) and to increase awareness of its directives.
- to facilitate long-term preservation of and access to the Mount's intellectual output.

Scope:

This policy applies to all members of the research community at Mount Saint Vincent University 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 Mount’s Library maintains the institutional repository for the University, known as the [E-Commons](#) at the writing of this policy.

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- Works (both peer-reviewed and non-peer-reviewed) including but not limited to published material, published or unpublished data, conference presentations, and creative works.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. The Mount supports the principle of open access.
2. The Mount shall maintain an institutional repository.
3. The Mount Library shall manage the institutional repository according to international standards for open access.
4. The Mount Library 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.

Procedures:

1. Researchers will contact the Mount Library or the Research Office for further information regarding open access and compliance with Tri-Agency requirements.
2. The Mount Library will assist the research community with the deposit and posting of scholarly material in to the institutional repository.
3. Graduate students with a thesis requirement will follow the University’s [Electronic Thesis Deposit Program](#) procedures.

Guidelines:

1. All members of the Mount research community are strongly encouraged to deposit their scholarly works, including previously published works, in to the 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). 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.