

3-2012

Open Access E-Journal Hosting Agreement

University of South Florida, Tampa Library

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University of South Florida, Tampa Library, "Open Access E-Journal Hosting Agreement" (2012). *Academic Resources Publications*. Paper 10.

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Open Access E-Journal Hosting Agreement

- 1) The University of South Florida Tampa Library advances scholarly communications and supports open-access academic publishing initiatives.
- 2) **[NAME OF PUBLISHER]** (the “Publisher”) publishes the e-journal **[JOURNAL TITLE HERE] (ISSN [IF AVAILABLE])** (the “e-journal”).
- 3) The parties have complimentary objectives and values in undertaking this project to create, preserve, and disseminate online scholarly information. The parties agree as follows:
 - a) The USF Libraries will:
 - i) make the contents of the e-journal available free of charge via the Internet or any subsequent technology for as long as this agreement remains in force;
 - ii) provide password access to the Libraries’ Berkeley Electronic Press system to allow the Publisher to manage (i.e. submit, edit, and publish) e-journal content;
 - iii) strive, in the absence of unforeseen technical difficulties and routine maintenance, to provide 24/7 access to the “e-journal” and its contents;
 - iv) supply DOIs to e-journal content published under this agreement;
 - v) submit content to relevant sources for indexing once those are determined;
 - vi) digitally archive all e-journal content produced under this agreement, including past issues licensed under the terms of section 3b(ii) below; and
 - vii) assign a USF Tampa Library employee to serve as the e-journal’s “Production Editor” to assist the editors with operational requirements (e.g. training, trouble-shooting, etc.) and to advise on strategies to maximize the e-journal’s visibility to the online community of researchers.
 - b) The Publisher will:
 - i) grant to the USF Library a non-exclusive, worldwide license for electronic dissemination of the e-journal’s content, abstracts, tables of content, reference lists, and metadata describing content via the Internet;
 - ii) participate fully and in a timely manner with the set-up phase to include interface design, editorial policy promulgation, style-guide promulgation, and online training for editors;
 - iii) agree to compensate the USF Libraries for site design costs up to, but not exceeding, \$1,500 if the journal is not launched within 18 months of the site’s completion;

- iv) provide in writing, as Exhibit 1 of this agreement, documentation describing the e-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 e-journal administration;
 - v) contribute, edit, and subject to peer-review all e-journal content covered under this agreement;
 - vi) adopt one of the Bepress-supplied layout schemes for the PDF output OR negotiate for alternatives that are mutually acceptable to both parties;
 - vii) assume full responsibility for obtaining the authors' agreements to include their material in the e-journal and will obtain necessary permissions for re-use of any copyrighted materials;
 - viii) hold the USF Libraries harmless for any damages, costs or losses whatsoever arising in any circumstances from these services including damages arising from the breakdown of the technology and difficulties with access; and
 - ix) take full responsibility for the content of the e-journal and indemnify the USF Libraries from claims, damages, or legal actions arising from that content.
- 4) This agreement will begin with the signature of the authorized representatives of the Publisher and the USF Libraries and continue indefinitely unless either party provides ninety (90) days written notice of intent to terminate.
- 5) Authorized signatures.

Authorized Publisher Representative

Print Name

Email Address

Acting Dean of the USF Libraries

Todd Chavez

Print Name

tchavez@usf.edu

Email Address

Date

Date

Exhibit 1: Documentation Describing the Administration of the E-Journal

Use this section to 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 e-journal administration. Specific headings that will be on the website by default include:

- About This Journal
- Aims & Scope
- Editorial Board
- Policies

Sidebar headings can be changed, added, and removed at the editors' preference.