

## British Library open access policy for staff research outputs

### Purpose

The Living Knowledge vision of the British Library is to make our intellectual heritage accessible to everyone, for research, inspiration and enjoyment.<sup>1</sup> An important element of this heritage is the research output of staff of the British Library. Therefore, the aim of this policy is to ensure the wider dissemination and long-term preservation of research outputs produced by British Library staff. This will improve discoverability and in turn raise the research profile of the British Library. The introduction of this policy allows the British Library to align with other UK research institutions and funders who have implemented open access policies in recent years.

### Scope

This policy applies to all published [research outputs](#) created by employees of the British Library in the course of their employment where they have affiliated with the British Library on the research output.

Staff research outputs published through BL Publishing are within the scope of this policy. Terms of deposit have been negotiated with BL Publishing and are detailed in the procedure section of this document.

This policy also pertains to unpublished research outputs that have been presented externally.

Research data are covered by the [British Library's Research Data Management Principles](#). Research data should be made available as widely as possible, while respecting data protection, as well as the Library's security and commercial sensitivities.

### Responsible Party

Scholarly Communications Lead, Research Services.

### Policy Statement

The British Library believes that the wider accessibility of publicly-funded research, combined with flexible reuse conditions, will raise the social, economic and cultural impact of UK research.<sup>2</sup> To this end, in order to enable the wider accessibility of British Library research, it is required that staff make their research outputs openly available. The British Library's default position is the green open access route, unless funds are available for gold open access.

[Green open access](#) in no way affects your current publishing process. It involves depositing a version of your output into the British Library's research repository. In most cases, the publisher will permit you to add the author accepted version of your

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<sup>1</sup> Living Knowledge: The British Library 2015-2013, British Library, accessed 10/05/2018, <https://www.bl.uk/britishlibrary/~media/bl/global/projects/living-knowledge/documents/living-knowledge-the-british-library-2015-2013.pdf>

<sup>2</sup> Open access policy, British Library, accessed 15/02/2018, <https://www.bl.uk/research-collaboration/policy/open-access-policy>

manuscript (post peer-reviewed). Where the publisher allows the final published version to be deposited this is the preferred version for deposit. If only the pre-print (submitted version) is permitted, notify [openaccess@bl.uk](mailto:openaccess@bl.uk) and they will liaise with the publisher to negotiate whether the accepted manuscript can be deposited.

Where publisher or other copyright restrictions prevent the deposit of full versions of any published research output, authors are required to submit the bibliographic reference and an abstract of the work.

If your funder has an open access mandate, then you must pursue the open access option that ensures compliance of the associated outputs. If this is through the [gold open access](#) route, then the author should notify [openaccess@bl.uk](mailto:openaccess@bl.uk) so that a copy can also be placed in the BL research repository.

If a staff member is unfunded and wishes to pursue gold open access publishing, they should contact [Research Development](#) to apply to the [BL Research Publication Fund](#). Note that if any Library grant-in-aid money has been used to fund open access, the Creative Commons Attribution licence (CC BY) should be selected.

## Procedure

- BL staff should email a citation or link to the published item, with the accepted manuscript attached, to the team at [openaccess@bl.uk](mailto:openaccess@bl.uk).
- This must be done no later than first publication. For online content, this refers to the date of first online release, not the date in which it is released in an issue.
- The team will check copyright rules and deposit the appropriate version under the publisher's copyright conditions (such as an embargo period) into the repository.
- For staff research outputs published through BL Publishing, the team at [openaccess@bl.uk](mailto:openaccess@bl.uk) will contact the Publishing team to request a PDF of 10% or one chapter of the work (whichever is the smaller amount) to add to the repository.
- Works made available via the repository will be assigned a Digital Object Identifier (DOI). This will allow staff to better track citations and use of their work through tools such as [Altmetric](#).
- The licence applied to the output in the repository will be the least restrictive permitted by the publisher.
- All published staff are required to have an [ORCID](#) which will be added to all their repository records to enhance discoverability.
- While BL staff must deposit all research outputs going forward, they are welcome to deposit any earlier works into the repository.
- Staff should continue to adhere to the [BL Access and Reuse Policy](#) and where possible use images which are licensed under CC0 or CC BY. These licences will allow for the reproduction of the work in the BL research repository. In cases where this is not possible, contact [openaccess@bl.uk](mailto:openaccess@bl.uk) to discuss solutions such as negotiation with the right's holder or redaction of the content.

## Terminology

### Key terms

#### **Green open access**

The author makes a version of a research output freely available via an institutional or subject repository. Publishers stipulate the version of the manuscript that can be self-archived and the length of embargo period following publication before the paper is made open access. This process is also known as self-archiving.

Versions of research outputs:

- Preprint: a draft that has not yet been peer reviewed for formal publication.
- Post-print/author accepted manuscript: the manuscript which incorporates peer-review changes and is accepted for publication.
- Version of record: a fixed version of a journal article that has been made available by any organization that acts as a publisher by formally and exclusively declaring the article published.

#### **Gold open access**

Publishers make research outputs immediately and freely available from the point of publication. Some publishers will charge a fee for this form of publishing; these are referred to as an article processing charge (APC) and book processing charge (BPC).

Gold open access can include fully open access journals or hybrid journals. A fully open access journal will be completely open access and thus does not operate on a subscription model. Hybrid journals continue to charge subscriptions for their journals but will also offer open access on an article level.

Open access monograph publishing is still in its early stages and as such a variety of publishing models are emerging, from BPCs to collaborative funding.

#### **Research outputs**

This term is used in its broadest sense, in order to allow staff to have the opportunity to showcase the varied nature of their work. While not an exhaustive list, the repository will house journal articles, conference papers, books, book chapters, reports, working papers from a series, datasets, code, software, theses, images, video, blog posts, news items, opinion pieces and conference/workshop presentations.

## Tools and Services

### **Creative Commons licences**

These are a set of licences that offer clear terms on how a work can be shared and reused. Licence types can be explored at: <https://creativecommons.org/share-your-work/licensing-types-examples/>

### **DOI: digital object identifier**

A DOI is a unique alphanumeric string assigned by a registration agency to identify content and provide a persistent link to the landing page of the item.

### **Funder open access mandates: see SHERPA Juliet**

Open access requirements stipulated by a funder. These can be obtained on the funder's website or by using a tool such as SHERPA Juliet. SHERPA Juliet is a searchable database and single focal point of up-to-date information concerning funders' policies and their requirements on open access, publication and data archiving.

<http://v2.sherpa.ac.uk/juliet/>

### **Journal embargo periods: see SHERPA Romeo**

SHERPA Romeo is a searchable database of publisher permissions which are included in the publisher's copyright transfer agreement. This is of particular use when attempting to ascertain the self-archiving policy of the journal.

<http://www.sherpa.ac.uk/romeo/index.php>

### **ORCID: Open Researcher and Contributor ID**

An ORCID is a persistent identifier associated with an individual. Registration to ORCID is free and allows a researcher to disambiguate their name and correctly associate all their research outputs with their name.