

UNIVERSITY OF PITTSBURGH PROCEDURE

CATEGORY: RESEARCH ADMINISTRATION

SECTION:

SUBJECT:

EFFECTIVE DATE:

PAGE(S): 3

SCOPE

- The procedure pertains to the depositing of research articles published in scholarly journals, hereinafter referred to as “Scholarly Journal Articles” or “Articles.”
- The procedure outlines the responsibilities of the University Library System’s Office of Scholarly Communication and Publishing to deposit Scholarly Journal Articles on behalf of University of Pittsburgh faculty (including postdoctoral appointments and associates), hereinafter referred to as “University Authors” or “Authors.”
- The procedure refers to use of D-Scholarship@Pitt, the University’s Institutional Repository, a freely accessible, digital archive that provides stable, long-term storage for and access to Scholarly Journal Articles.
- The procedure is applicable only to the University Schools and Responsibility Centers that adopt it.

PROCEDURE

University Author

The University Author will not be required to deposit Scholarly Journal Articles into D-Scholarship@Pitt, the University of Pittsburgh’s Institutional Repository. Instead, all Articles created while this policy is in place for the School or Responsibility Center to which the Author belongs will be deposited on the Author’s behalf by the Office of Scholarly Communication and Publishing, University Library System (ULS).

The University Author will retain copyright for the Scholarly Journal Articles deposited in the Institutional Repository, unless the Author has previously transferred copyright for the Article to a Publisher or other Third Party.

If copyright is owned by the Author, the Author may select a Creative Commons license for the Scholarly Journal Article, indicating how the Article may be used by others. If no Creative Commons license is specified by the Author, the Article will be licensed for Open Access under a Creative Commons Attribution-Noncommercial-No Derivatives license (CC-BY-NC-ND 3.0 license), affording the highest level of copyright protection to the Author. If copyright for the Article has

been transferred to a Publisher or other Third Party, use of the Article will be subject to the terms specified by the Publisher or Third Party.

The Author may choose to restrict access to the Article to University of Pittsburgh users.

The Author may choose to restrict access to the Article for an embargo period specified by the Author.

The Policy and Procedure apply only to Scholarly Journal Articles and not to other scholarly works. Authors may, at their discretion, deposit scholarly works other than peer-reviewed Scholarly Journal Articles into the Institutional Repository. Deposits may include such items as books, book chapters, manuscripts, monographs, conference materials, multimedia files, and datafiles supporting research, among others. Deposits shall be made in a manner consistent with Publisher policies and U.S. and foreign copyright law.

University Library System Office of Scholarly Communication and Publishing

As designee of the Office of the Provost, the Office of Scholarly Communication and Publishing (hereinafter referred to as "The Office") will deposit the Scholarly Journal Articles on behalf of University Authors into the Institutional Repository.

The Office will coordinate with Publishers or other providers to gather information about the Scholarly Journal Articles of University Authors created during the time this policy is in effect.

The Office will create and verify the bibliographic information about the Scholarly Journal Article.

The Office will determine whether placement of a pre-publication manuscript, a final copy (pre-print), or the published version (post-print) of the Article in an Institutional Repository is allowed by the Publisher.

If necessary, the Office will seek permission from the Publisher or other providers to allow placement of the Article in the Institutional Repository.

The Office may contact the University Author, as needed, for such copies, if the Publisher cannot provide them.

For works where copyright is owned by the Author, the Office will designate a Creative Commons license for the Article, indicating how the Article may be used by others. Creative Commons license that allows the Author to retain the highest level of rights (Creative Commons Attribution-Non-Commercial-No Derivatives CC-BY-NC-ND 3.0 license) will be applied, unless a University Author requests otherwise.

The Office will provide worldwide access to the Article, unless a University Author or Publisher requests that the Article be restricted to University of Pittsburgh users only.

The Office will provide immediate access to the Article, unless a University Author or Publisher requests that access to the Article be embargoed for a specified period of time.

The Office will advise others accessing or making use of the Scholarly Journal Articles to abide by the terms of use specified by the copyright owner (i.e., the Author or the Publisher).

The Office will create a citation-only record for Scholarly Journal Articles that cannot be deposited into or must be removed from the Institutional Repository.