

Policy Name:	Open Access Policy
Originating/Responsible Department:	Office of the University Librarian and Office of Vice-President (Research and International)
Approval Authority:	VPARC
Date of Original Policy:	February 2012
Last Updated:	February 2017
Mandatory Revision Date:	February 2022
Contact:	Office of the University Librarian

Purpose:

1. The purpose of this policy is to outline the principle of open access and to provide guidelines for voluntary support of this principle by members of the Carleton academic community.

Scope:

2. This policy applies to all faculty, staff and students at Carleton University.

Policy:

3. Open Access is the principle that all research and creative work, particularly from publicly-funded institutions, should be available without charge, and with minimal restrictions on use.
4. Carleton University is committed to the principle of disseminating academic knowledge as widely and promptly as possible thereby increasing the impact of this research and expanding the scholarly discourse. In facilitating researchers to disseminate new knowledge, all methods are encouraged, including traditional commercial and learned society publications, and newer supplementary methods such as network sharing and open access methods. The quality of the research at Carleton is the paramount consideration, normally realized through the peer review process, regardless of the publishing method.
5. In support of these principles, the University Library manages and hosts the Carleton University Research Virtual Environment (CURVE) suite of repository, publication and preservation services – which provides stable and persistent access to research output, data and creative works by Carleton faculty, staff and students, including dissertations and theses produced at Carleton.
6. Inclusion in repositories and open preservation environments, like CURVE, supports long-term preservation and persistent access to research, as well as enhancing its discovery, impact and re-use through use of supplementary metadata, international standards and identifiers.
7. CURVE assists Carleton researchers in meeting the requirements of the Tri-Council (CIHR, NSERC, SSHRC) and other funding agencies to make supported research available to the public. Carleton University and the MacOdrum Library also participate in national and international research infrastructure networks to ensure widespread availability of our research.
8. Carleton University strongly encourages faculty, staff and graduate students to deposit into CURVE electronic copies of their research papers, peer-reviewed articles, conference proceedings. Efforts continue to integrate other adjudicated research output, data sets, creative works and academic work in keeping with the standards of the author's discipline.

9. Carleton faculty, staff and graduate students are also encouraged to know their rights as authors and to retain copyright of their works through use of appropriate author addenda¹ when negotiating publication of their works. Further, Carleton encourages faculty to understand Open Access policies and procedures of their publisher. These policies set out terms and conditions under which open access can be provided, such as the version of a work, which can be made available, time delays after publication and required credit statements or links to the original publication.
10. CURVE will respect any contracts made between the author and the publisher of a work for access to the work.

Procedures:

To deposit articles and other forms of scholarly communication into the University's institutional repository, CURVE, please visit the Library website: <https://library.carleton.ca/services/open-access> or contact the CURVE team at CURVE@library.carleton.ca

For information on Open Access publishing, authors' rights agreements and eligibility for deposit into CURVE, please contact the Library or visit the Scholarly Communications website: <http://www.library.carleton.ca/about/projects/scholarly-communications>

Contacts:

Office of the University Librarian
Office of the Vice-President (Research and International)

¹ For example, the SPARC Canadian Addendum endorsed by Canadian Association of Research Libraries (CARL) or the Carleton University Author's Addendum