![Carleton University logo]

Policy Name:	**Open Access Policy**
Originating/Responsible Department:	**Office of the University Librarian and**
	Office of the Vice-President (Research and International)
Approval Authority:	**Vice-Presidents' Academic and Research Committee**
Date of Original Policy:	**February 2012**
Last Updated:	**September 2022**
Mandatory Revision Date:	**September 2027**
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. These principles contribute to diversity and inclusion in academic discourse.

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. Carleton faculty, staff and graduate students are encouraged to review and understand the open access requirements of grants, funding, and partnerships prior to negotiating publication of their works.

6. In support of these principles, the University Library manages and hosts the Carleton University Digital Library, and provides a suite of repository, publication and preservation services – in order to facilitate stable and persistent access to research output, data and creative works by Carleton faculty, staff and students, including dissertations and theses produced at Carleton.

7. Inclusion in repositories and open preservation environments, like the Digital Library, 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.

8. The Digital Library 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 broader scholarly community and the public. Carleton University and the MacOdrum Library also participate in national and international research infrastructure networks to ensure widespread availability of our research.

9. Carleton University strongly encourages faculty, staff and graduate students to deposit open access compliant copies of their research papers, peer-reviewed articles, conference papers into the Digital Library. 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.

10. 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 addenda[1] 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.

11. The Carleton University Digital Library repositories 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, please visit the Library website: https://library.carleton.ca/services/open-access or contact the Scholarly Communications & Research Engagement team at schol-comms@carleton.ca.

For information on Open Access publishing, authors' rights agreements and eligibility for the Digital Library, please contact the Library or visit the Scholarly Communications website: https://library.carleton.ca/services/scholarly-communications

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

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