

1. PURPOSE AND SCOPE

- 1.1 This procedure aims to portray the workflow process of depositing a publication in OAR@UM, UM's Institutional Repository. Self-deposit and mediated deposit are being described separately. Furthermore, mediated deposit is divided into a deposit performed internally, by UM Library staff, and externally, by the UM researcher's support staff or students.
- 1.2 This procedure also shows the process of depositing full text journals.
- 1.3 Additionally, this procedure describes the copyright clearance process.

2. DEFINITIONS

- 2.1 Copyright: Refers to the rights that creators have over their literary and artistic works.
- 2.2 Institutional Repository: An online archive which collects, preserves and disseminates the intellectual output of an institution.
- 2.3 Mediated-deposit: Is the process when third parties (Librarians, Support Staff) submit copies of research publications on behalf of researchers/authors in OAR@UM.
- 2.4 Metadata: Data that serves to provide context or additional information about other data. Title, subject, author and, place and date of publication are examples of metadata fields that constitute information about a document.
- 2.5 OAR@UM: Is the institutional repository of the UM. It serves as an online platform for the submission and dissemination of Open Access research produced under the auspices of the UM. OAR@UM is managed by the Library.
- 2.6 Open Access: The practice of providing online access to scientific/academic information which is free of charge to the end user and is also reusable. 'Scientific' refers to all academic disciplines.
- 2.7 Researcher: Is a member of staff of the UM who has a Council appointment of employment and who performs research.
- 2.8 Self-deposit: Is the process when researchers/authors submit a copy of their publications directly in OAR@UM.
- 2.9 UM: University of Malta

3. RESPONSIBILITIES

3.1 Roles and responsibilities of the Head of Department

- 3.1.1 Head of Department contacts authors/editors with the aim of obtaining the necessary permission to deposit respective research papers in OAR@UM.
- 3.1.2 Additionally, Head of Department identifies a Library Assistant responsible for uploading of publications.
- 3.1.3 Head of Department supports Library Assistants and researchers with regards to copyright clearance.
- 3.1.4 Head of Department reviews and approves submissions done by researchers and Library Assistants.

3.2 Roles and responsibilities of the Researcher

- 3.2.1 In case of self-deposit, researcher submits research papers in OAR@UM.
- 3.2.2 In case of mediated deposit, researcher gives consent to have publications deposited on their behalf.

3.3 Roles and responsibilities of the Library Assistants

- 3.3.1 Library Assistant deposits publications in OAR@UM according to agreed standards.
- 3.3.2 Library Assistant provides help to Head of Department and researcher with regards to copyright clearance.
- 3.3.3 Library Assistant informs Head of Department about the progress in depositing publications.
- 3.3.4 With regards to the journal submission, Library Assistant maps articles to their respective collections.
- 3.3.5 Additionally, Library Assistant monitors latest issues of journals in order to keep the content of OAR@UM up-to-date.

4. HEALTH AND SAFETY REQUIREMENTS

- 4.1 N/A

5. PROCEDURES

5.1 OAR@UM Submissions

5.1.1 Submissions serve to populate the UM's Institutional Repository, OAR@UM, which ensures increased visibility of research and citations as well as its usage and impact on the academic community worldwide.

5.2 OAR@UM Submission access request

5.2.1 A researcher who wants to self-deposit a research paper will be asked by the Open Science Department to request access to upload research publications on OAR@UM. This is a one-time procedure that serves to identify in which collection a particular researcher should deposit his/her publications. It also serves to prevent submissions being done in a wrong collection. A researcher who wants to submit a publication has to access OAR@UM from <https://www.um.edu.mt/library/oar>, sign in with the UM's username and password and click on **Request Submission Access** button. A Library Assistant will then provide access accordingly by adding the option to deposit publications.

5.3 OAR@UM Self-deposit submissions

5.3.1 Once the access to submit research publications is given, the researcher can deposit his/her publications by filling in the online metadata form and attaching the .pdf file of the publication (as per Appendix 1).

5.3.2 The content that can be deposited in OAR@UM is specified in the Content Policy available at http://www.um.edu.mt/library/about/oar@uom_policies#content (as per Appendix 2).

5.4 OAR@UM Mediated-deposit submissions

5.4.1 Internal submissions

5.4.1.1 The UM Library provides support for the depositing process and offers the service of depositing research papers on behalf of researchers/academics. In this case, researchers are to send an email to oar.lib@um.edu.mt and specify which publications are to be deposited. Library Assistants deposit the publications and the links are then sent to the researchers accordingly. The email is retained for record purposes and is submitted together with the publication as a 'metadata file' which is not visible for the end user.

5.4.2 External submissions

5.4.2.1 Third parties (5.4.2.2) are allowed to deposit publications in OAR@UM on behalf of researchers. In this case a special form needs to be filled signed

by the researcher and submitted to the UM Library either as a soft copy or as a hard copy.

5.4.2.2 The following third parties are allowed to submit publications in OAR@UM:

- a) UM Support Staff submitting on behalf of Researchers (as per Appendix 3);
- b) UM Support Staff submitting departmental material (as per Appendix 4);
- c) UM Support Staff submitting personal research (as per Appendix 5);
- d) Students submitting to a UM Departmental Collection (as per Appendix 6);
- e) Non-UM researchers submitting to External Research Collection (as per Appendix 7); and
- f) Submitting on behalf of a journal editor (as per Appendix 8).

5.4.2.3 All forms have to be printed on Department Letterheads and submitted with each item (e.g. article, book chapter, etc.) deposited.

5.4.3 OAR@UM submission approvals

5.4.3.1 Each submission done by a researcher, Library Assistant or a third party has to be reviewed by a specific Assistant Librarian or Head of Department. During the approval process the metadata is rechecked and any potential errors are identified and corrected. Once the submission is revised it can be either approved or rejected. In case of rejection, the item is returned back to the submitter for further corrections/amendments. Once the necessary amendments are made, the item can be resubmitted. If a submission is correct, it can be approved. Once the submission is approved it will appear in the respective collection as well as under **Recently Added** items.

5.4.4 Contacting publishers to obtain permission to upload their respective publications/journals

5.4.4.1 In order to populate the repository and enhance the UM's collection, the Open Science Department reaches out to UM's researchers to encourage them to deposit publications in OAR@UM. For this purpose, the researcher's ResearchGate and Acedemia.edu profiles are analysed to identify which publications were published and which are already shared online. In addition to this, indexing databases are checked to compile a comprehensive list of what was published. Once the list is prepared, items are deposited on OAR@UM in Open Access or Restricted Access, depending on copyright restrictions. An email is sent to researchers

updating them with what research papers have been identified and to seek permission to proceed with the uploading process.

- 5.4.4.2 In addition to this, the Open Science Department contacts editors of journals that are published by the UM to obtain permission to deposit, or digitize and deposit the journals accordingly. This procedure was extended to include Melitensia journals which serves to digitise, enhance visibility and protect the cultural heritage.

5.5 Copyright clearance

- 5.5.1 In case of insufficient copyright information, SHERPA RoMEO database (<http://www.sherpa.ac.uk/romeo/index.php>) is consulted to identify the publisher's copyright and archiving policies. If the information is not provided, additional steps are taken. The publisher's website is analysed for this purpose. The Open Science Department can contact the respective publishers to identify the attitude towards placing the publication in OAR@UM.
- 5.5.2 For publications that are already published, the SHERPA Request Template can be used to contact publishers to obtain permission to publish the work in Open Access (as per Appendix 9). Additionally, for publications that are not published, researchers can use the SPARC Author Addendum which is a proposed modification to the standard publishing agreement giving the author permission to publish in Open Access (as per Appendix 10).

5.6 Journals deposit/mapping/updating

- 5.6.1 In case of full-text journals, permission from the copyright holder (usually the editor or the publisher) has to be obtained. Primarily, the copyright holder must be identified. Usually such information can be retrieved from the editorial page of the journal. Once the copyright holder is identified, an email is sent by the Open Science Department to the copyright holder to obtain the permission for the deposit. The email lists all benefits of having the publication uploaded in OAR@UM. Once the permission is granted, a Library Assistant is selected to proceed with the deposit. If authors of articles from the journal are UM's employees, these articles are additionally mapped to their respective collections. An email to the editor is then sent with the link from where the journal can be accessed.
- 5.6.2 In case of journals that are still being published it is essential that on a regular basis the Open Science Department inquires with the editor if a new issue was published so as to ensure that the collection is updated. In case the editor requested an embargo period for the recent issue, UM Library staff have to ensure that access to this particular issue is restricted accordingly.

6. REFERENCES

- 6.1 Content Policy, 2017, Available at http://www.um.edu.mt/library/about/oar@uom_policies#content [Accessed 23rd October 2017].
- 6.2 Publisher copyright policies and self-archiving, 2017, Available at <http://www.sherpa.ac.uk/romeo/index.php> [Accessed 23rd October 2017].
- 6.3 Open Access Repository, 2017, Available at <https://www.um.edu.mt/library/oar> [Accessed 23rd October 2017].

7. LIST OF APPENDICES/WORKSHEETS

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- 7.2 Appendix 2 – OAR@UM Content Policy
- 7.3 Appendix 3 – Form for Support Staff submitting on behalf of Academics
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Appendix 1 – OAR@UM Submission form

Item submission

[Describe](#) → [Describe](#) → [Access](#) → [Upload](#) → [Review](#) → [License](#) → [Complete](#)

Describe Item

Authors:

Enter the names of the authors of this item below.

Last name, e.g. Smith

First name(s) + "Jr", e.g. Donald Jr

Editors:

Enter the names of the editors of this item below.

Last name, e.g. Smith

First name(s) + "Jr", e.g. Donald Jr

Corporate Authors:

Used when an organisation has an authorship of the publication.

Author's Email Address:

Used when submission is made on behalf of the author.

Conference Name:

Enter the full name of the conference (if applicable)

Conference Place:

Enter the place and the dates (day(s)/month/year) of the conference

Title:

Enter the main title of the item.

Search OAR@UoM

Search OAR@UoM

This Collection

[Advanced Search](#)

Administrative

[Access Control](#)

[People](#)

[Groups](#)

[Authorizations](#)

[Registries](#)

[Metadata](#)

[Format](#)

[Items](#)

[Withdrawn Items](#)

[Private Items](#)

[Control Panel](#)

[Statistics](#)

[Import Metadata](#)

[Curation Tasks](#)

Context

[Edit Collection](#)

[Item Mapper](#)

[Export Collection](#)

[Export Metadata](#)

Browse

[All of OAR@UoM](#)

[Communities & Collections](#)

[By Issue Date](#)

[Authors](#)

[Titles](#)

[Subjects](#)

[Type](#)

[This Collection](#)

[By Issue Date](#)

[Authors](#)

[Titles](#)

[Subjects](#)

[Type](#)

Other Titles:

If the item has any alternative titles, or is part of a book, please enter them below.

Journal Title:

Enter the title of the journal.

Date of Issue:

Please give the date of previous publication or public distribution below. You can leave out the day and/or month if they are not applicable.

Year

Month

Day

Publisher:

Enter the name of the publisher of the previously issued instance of this item.

Citation:

Enter the standard citation for the previously issued instance of this item in the case of journal articles and book chapters. E.g. Journal Article - Maltese Medical Journal. 1995, Vol.7(1), p. 55-61. E.g. Book Chapter - Coastal mass tourism : diversification and sustainable development in Southern Europe. Clevedon: Channel View Publications, 2004. p. 32-47. 9781873150696

Series/Report No.:

Enter the series and number assigned to this item by your community.

Series Name

Report or paper No.

Add

Identifiers:

If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes below. Kindly input whole numbers (without dashes and spaces).

ISSN ▼

Add

Type:

Select the type(s) of content of the item. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

- Animation ▲
- Annotation
- Article
- Book
- Book chapter
- Conference/Proceedings ▼

Language:

Select the language of the main content of the item. If the language does not appear in the list below, please select 'Other'. If the content does not really have a language (for example, if it is a dataset or an image) please select 'N/A'.

N/A ▼

Save & Exit

Next >

Subject Keywords:

If possible, enter Library of Congress subject headings. Kindly enter each keyword in a separate field by clicking the 'Add' button.

Add

Abstract:

Enter the abstract of the item below.

Sponsors:

Enter the names of any sponsors and/or funding codes in the box below.

Supervisors (only applicable for dissertations):

Enter the names of the supervisors

Add

Last name, e.g. *Smith*

First name(s) + "Jr", e.g. *Donald Jr*

Institution (only applicable for dissertations):

Enter the name of the institution e.g. 'University of Malta'

Department (only applicable for dissertations):

Enter the name of the department e.g. 'Department of Maltese'

Add

Copyright Holder:

Enter the copyright holder.

Review Status:

Select one of the following review statuses

[Advanced Search](#)

Administrative

- [Access Control](#)
- [People](#)
- [Groups](#)
- [Authorizations](#)
- [Registries](#)
- [Metadata](#)
- [Format](#)
- [Items](#)
- [Withdrawn Items](#)
- [Private Items](#)
- [Control Panel](#)
- [Statistics](#)
- [Import Metadata](#)
- [Curation Tasks](#)

Context

- [Edit Collection](#)
- [Item Mapper](#)
- [Export Collection](#)
- [Export Metadata](#)

Browse

- All of OAR@UoM
- [Communities & Collections](#)
- [By Issue Date](#)
- [Authors](#)
- [Titles](#)
- [Subjects](#)
- [Type](#)
- This Collection
- [By Issue Date](#)
- [Authors](#)
- [Titles](#)
- [Subjects](#)
- [Type](#)

SOP NUMBER
ZRC-OP-001-01

SOP TITLE
SUBMISSIONS OF RESEARCH CONTENT IN OAR@UM

Access Rights (OpenAIRE):

N/A ▼

Embargo End Date (OpenAIRE - recommended for embargoed items):

Enter the embargo date in the format 'YYYY-MM-DD'

FP7 Project ID (OpenAIRE):

Enter the FP7 project ID

Description:

Enter any description or comments in this box.

Add

< Previous Save & Exit Next >

Item submission



Access Settings

Private item:

If you would like your work to be in Restricted Access, kindly mark the work as Private and contact the OAR@UoM Team on oar.lib@um.edu.mt with further details.

Private

Embargo

Embargo until specific date:

The first day from which access is allowed. Accepted format: yyyy, yyyy-mm, yyyy-mm-dd

Embargo reason:

The reason for the embargo, typically for internal use only. Optional.

[< Previous](#) [Save & Exit](#) [Next >](#)

Upload File(s)

File:

No file chosen

File Description:

Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

[Upload file & add another](#)

[< Previous](#) [Save & Exit](#) [Next >](#)

Review Submission

Describe Item

Authors:

Camilleri, Patrick J.

Title:

Design for micro milling guidelines

Date of Issue:

2015

Type:

Dataset

Language:

Maltese

[Correct one of these](#)

Describe Item

Subject Keywords:

Wind turbines

Abstract:

vdgdsgb

Copyright Holder:

The copyright of this work belongs to the author(s)/publisher. The rights of this work are as defined by the appropriate Copyright Legislation or as modified by any successive legislation. Users may access this work and can make use of the information contained in accordance with the Copyright Legislation provided that the author must be properly acknowledged. Further distribution or reproduction in any format is prohibited without the prior permission of the copyright holder.

Review Status:

N/A

Access Rights (OpenAIRE):

Embargoed Access

[Correct one of these](#)

Access Settings

Private item:

The item will be searchable

[Correct one of these](#)

Upload File(s)

[Item submission11.pdf](#) - Adobe PDF (Known)

[Correct one of these](#)

[< Previous](#) [Save & Exit](#) [Next >](#)

Distribution License

DEPOSIT AGREEMENT

Definitions and terms in this agreement

Depositor - The author(s)/creator(s) and contributor(s) of work(s) submitting to the University of Malta (UoM) Institutional Repository - OAR@UoM.

Work(s) - Theses/Dissertations, scholarly journal articles (pre prints, post prints & conference papers), book chapter, research reports, research data, audio visual (recordings & videos), ephemera, research posters & images, digitized exhibitions, maps, music score, out of copyright material & grey literature, presentations, software, academic profiles, administrative material (annual reports, financial reports, business plans), other.

The Library - UoM Library including its branches and staff who support the teaching, learning and research activities.

Institutional Repository - OAR@UoM which is a centralized digital collection of the intellectual output created by faculty, research/technical/administrative staff and students of the UoM.

TERMS AND CONDITIONS

1. Depositor's Declaration

I hereby grant to the University of Malta Institutional Repository - OAR@UoM, a copy of my work on the terms outlined below.

I guarantee that:

1.1 I am the author/creator of all or part of the whole work(s) - including content and layout and I have obtained copyright permission for those parts where I and not the author.

1.2 The work(s) is/are not in any way a violation or infringement of copyright, trademark, patent, or other rights whatsoever of any person.

1.3 If the work(s) has/have been commissioned, sponsored or supported by any organisation, I guarantee that I have fulfilled all obligations pertaining to sponsors, publishers, collaborators, etc.

1.4 OAR@UoM shall not be held responsible against any third party claims including but not limited to alleged intellectual property infringement.

2. OAR@UoM Rights and Responsibilities

2.1 May distribute copies of the work(s) worldwide, in electronic format via any medium for the lifetime of the repository for the purpose of open access.

2.2 May electronically store, convert or copy the work(s) to ensure their future preservation and accessibility, security and back-up.

2.3 May incorporate metadata or documentation into public access catalogues for the work(s).

2.4 Shall retain the right to remove the work(s) for legal or administrative reasons, or if they are found to violate the legal rights of any person.

2.5 Shall not be under obligation to take legal action on behalf of the depositor or other rights holders in the event of infringement of intellectual property rights or any other rights in the material deposited.

2.6 Shall not be under obligation to reproduce, transmit or to display the work(s) in the same format or software as that in which it was originally created.

3. Software

3.1 Copyright of additional data, software, user guides and documentation to assist end users in using OAR@UoM shall belong to the UoM.

3.2 While every care will be taken to preserve the work(s) deposited onto OAR@UoM, the Library shall incur no liability, either expressed or implicit, for the work or loss of or damage to any of the work(s) or associated data.

THE AGREEMENT

By depositing or authorizing the deposit of your scholarly work(s) and any future items, you are agreeing to the above Terms and Conditions.

You certify that:

- *You are the author/creator of the work(s), and that you have consulted any joint authors/creators of the work(s), where they exist, of your intention to deposit the work(s) onto OAR@UoM.*
- *The work(s) is original and to the best of your knowledge does not infringe the intellectual property rights, including copyright of any third party.*
- *The third party material in the work(s) is identified and acknowledged and that permissions have been secured for the third party copyright material to be reproduced and made available on corresponding licence terms in OAR@UoM.*
- *The grant of rights in this Agreement does not constitute a breach of any other agreement, publishing or otherwise, including any confidentiality or publication restriction or collaboration agreements governing your research or work or that of those who have authorised you to grant rights given in this Agreement on their behalf at the University of Malta or elsewhere.*

- *You have checked the publisher copyright permissions to ensure that your work(s) can be placed onto OAR@UoM.*

The Library agrees to:

- *Clearly identify your name(s) as the author(s)/creator(s) of the submission and will not make any alterations other than as allowed by this license to your submission. You will retain rights to all submission.*
- *Add the work(s) onto OAR@UoM and place them in the appropriate level i.e. either in open access, restricted access, embargo level or in closed access.*
- *Convert formats as necessary to ensure that they can be read by computer systems in the future.*

Grant the standard distribution license by selecting 'I Grant the License'; and then click 'Complete Submission'.

If you have questions regarding this license please contact us on oar.lib@um.edu.mt

Distribution license:

I Grant the License

[< Previous](#)

[Save & Exit](#)

[Complete submission](#)

Appendix 2 – OAR@UM Content Policy

Content Policy

The University of Malta's Institutional Repository (OAR@UoM) accepts digital content which is of scholarly, educational or administrative nature created by or owned by academics, support/technical staff and students of the UoM.

In order to be deposited on OAR@UoM, the content must fulfill the following criteria:

- The content must be in digital form. Many electronic file formats are accepted. However, plain text, XML and PDF/A, Mp3 & Mp4 are recommended (see **list of Recommended File Formats**).
- Accompanying material should be submitted in a zip file.
- The work should be complete and ready for distribution.
- The author/owner must be willing and able to grant the UoM Library the right to distribute the work and preserve it via OAR@UoM.
- The content must not include any sensitive/confidential personal data.
- The content must not infringe third party copyright (see **UoM Intellectual Property Policy**).
- Individual files deposited on OAR@UoM should generally be less than 1GB in size. Larger files will be treated on a one to one basis.

Examples of appropriate content include:

- Theses/Dissertations
- Articles (pre prints & post prints)
- Conference Proceedings
- Books
- Book Chapters
- Data Sets
- Audio Visual (recordings & videos)
- Ephemera, Research Posters & Images
- Exhibitions
- Out of Copyright Material & Grey Literature
- Reports

National intellectual output and heritage may also be accepted for submission. This will be reviewed by the OAR@UoM Team in collaboration with the Library Management on a case by case basis.

SOP NUMBER ZRC-OP-001-01	SOP TITLE SUBMISSIONS OF RESEARCH CONTENT IN OAR@UM
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Appendix 3 – Form for Support Staff submitting on behalf of Academics

Consent form for Support Staff to deposit material on OAR@UoM on behalf of Academics

To: OAR@UoM Team

From: _____

I hereby authorize Mr/Ms _____, bearing I.D. No. _____, to deposit the work (eg. article, book chapter, etc.) entitled _____

onto OAR@UoM on my behalf.

I have also duly read and agreed with the Terms and Conditions of the deposit as specified in the Deposit Agreement found at:
http://www.um.edu.mt/__data/assets/pdf_file/0003/223644/med_form_and_agr_PDF.pdf.

In case you need to contact me for any clarification or verification, please send me an email at _____.

 Signature

 Date

SOP NUMBER ZRC-OP-001-01	SOP TITLE SUBMISSIONS OF RESEARCH CONTENT IN OAR@UM
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Appendix 4 – Form for Support Staff submitting departmental material

Consent form for Support Staff to deposit material on OAR@UoM on behalf of the Department

To: OAR@UoM Team

From: _____

I hereby authorize Mr/Ms _____, bearing I.D. No. _____, to deposit the work (eg. article, book chapter, etc.) entitled:

onto OAR@UoM on behalf of the Department.

I have also duly read and agreed with the Terms and Conditions of the deposit as specified in the Deposit Agreement found at:

http://www.um.edu.mt/__data/assets/pdf_file/0003/223644/med_form_and_agr_PDF.pdf.

In case you need to contact me for any clarification or verification, please send me an email at _____.

 Signature Head of Department

 Date

SOP NUMBER ZRC-OP-001-01	SOP TITLE SUBMISSIONS OF RESEARCH CONTENT IN OAR@UM
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Appendix 5 – Form for Support Staff submitting personal research

Consent form for Support Staff to deposit personal research material on OAR@UoM within their Departmental Collection

To: OAR@UoM Team

From: _____

I have reviewed the work (eg. article, book chapter, etc.) by
Mr/Ms _____, bearing I.D. No. _____, entitled

and I hereby authorize the deposit of this work onto OAR@UoM within the Departmental Collection.

In case you need to contact me for any clarification or verification, please send me an email at _____.

Signature

Date

SOP NUMBER ZRC-OP-001-01	SOP TITLE SUBMISSIONS OF RESEARCH CONTENT IN OAR@UM
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Appendix 6 – Form for Students submitting to a UM Department Collection

Consent form for students to deposit personal research material on OAR@UoM within their Departmental Collection

To: OAR@UoM Team

From: _____

I have reviewed the work (eg. article, book chapter, etc.) by
Mr/Ms _____, bearing I.D. No. _____, entitled

and I hereby authorize the deposit of this work onto OAR@UoM within the Departmental Collection.

In case you need to contact me for any clarification or verification, please send me an email at _____.

Signature

Date

SOP NUMBER ZRC-OP-001-01	SOP TITLE SUBMISSIONS OF RESEARCH CONTENT IN OAR@UM
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Appendix 7 – Form for non-UM Researchers submitting to External Research Collection (Mediated deposit only)

Consent form for authors to deposit personal research material on OAR@UoM within the External Research Collection

To: OAR@UoM Team

From: _____

I have reviewed the work (eg. article, book chapter, etc.) by
Mr/Ms _____, bearing I.D. No. _____, entitled

and I hereby recommend the deposit of this work onto OAR@UoM within the External Research Collection.

In case you need to contact me for any clarification or verification, please send me an email at _____.

Signature

Date

SOP NUMBER ZRC-OP-001-01	SOP TITLE SUBMISSIONS OF RESEARCH CONTENT IN OAR@UM
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Appendix 8 – Form for submitting on behalf of journal editor

Consent form to deposit material on OAR@UoM on behalf of Journal Editor

I hereby authorize _____
to deposit the articles of the _____
published between _____ and _____ onto OAR@UoM on my behalf.

I have also duly read and agreed with the Terms and Conditions of the deposit as specified in the Deposit Agreement found at:
http://www.um.edu.mt/_data/assets/pdf_file/0003/223644/med_form_and_agr_PDF.pdf.

In case you need to contact me for any clarification or verification, please send an email at _____.

Signature, Editor

Date

Appendix 9 – SHERPA Request Template



Requests to publishers

Where there is no explicit permission given to mount full-text on a repository, it is often worthwhile writing or emailing directly to the publisher. This template can be used to form a letter to a publisher requesting permission to mount material on a repository on behalf of an academic author.

Dear [insert name of publisher's rights manager or similar],

I am contacting you on behalf of Professor/Dr [insert name of author] who is a contributing author to one of your journals.

Professor/Dr [insert name of author] is a member of staff here at the University of [name of institution] and would like to deposit the full text of the following article(s) from [insert journal name] in the University's institutional repository. Professor/Dr [insert name of author] has authorised me to do this on [his/her] behalf and to contact you to seek permission to do this.

Article:

[authors names], [date], [title]

[journal name], [volume or number], [pages]

The institutional repository is a not-for-profit service for our academic authors, providing access to the full-text of their publications. Full bibliographic details are given for each article, including the journal of original publication, etc.

If possible, it is preferred to archive the finalised pdf version as it appears in print. The pdf version has an advantage over mounting the author's own version, in that it maintains consistency in appearance of the article wherever it is read. This also maintains a closer association of the article with the Journal, through the header-title and journal house-style.

I would be grateful if you could contact me to give your permission for including this article and to pass on any conditions that are associated. If it would be possible to use the published pdf version of the article for this purpose, then please confirm this.

Thank you for your attention with this and I look forward to hearing from you.

Some publishers insist on the author writing or emailing them directly to request permission to mount eprints in a repository. In such cases, it may be useful to provide the author with a template such as the one below to help them construct their request.

Dear [insert name of publisher's rights manager or similar],

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Appendix 10 – SPARC Author Addendum

ADDENDUM TO PUBLICATION AGREEMENT

1. THIS ADDENDUM hereby modifies and supplements the attached Publication Agreement concerning the following Article:

_____ (manuscript title)

_____ (journal name)

2. The parties to the Publication Agreement as modified and supplemented by this Addendum are:

_____ (corresponding author)

(Individually or, if one than more author, collectively, Author)

(Publisher)

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_____ (corresponding author on behalf of all authors)

_____ (Date)

_____ (Date)

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