

## 1. PURPOSE AND SCOPE

1.1 This procedure aims to portray the workflow process of requesting the full text of a publication which was deposited in the UM Institutional Repository, OAR@UM in Restricted or Closed Access.

1.2 Additionally, the workflow of handling such requests by the UM Library staff is described.

## 2. DEFINITIONS

2.1 Access right: The ability to permit or otherwise the use of content in OAR@UM. OAR@UM offers various types of access that can be selected for the full text of document accordingly. Currently, the following access types are being used for OAR@UM's content:

- Open Access - that is recommended by the UM and which makes both the metadata of the document as well as its full text available worldwide
- Restricted Access - which means that whereas the metadata is visible worldwide, the full text of the publication is restricted to users that are in possession of a UM IT account—(ie UM academics and students)
- Embargoed Access - the item will be temporarily deposited in Restricted Access but once the publisher's embargo period elapses it will be automatically released into Open Access (usually it is between 6-12 months, depending on the publisher)
- Closed Access - makes metadata visible worldwide while the full text of publications is restricted to OAR@UM Administrators only. Closed access is not recommended by the UM and it is offered only in extreme cases

2.2 Institutional Repository: An online archive which collects, preserves and disseminates the intellectual output of an institution.

2.3 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.

- 2.4 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.
- 2.5 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 "Request a Copy" Button: Is an OAR@UM add-on that allows interested parties to request an electronic copy of the scholarly work for individual research purposes directly from the author. It appears on an Institutional Repository (IR) page describing the metadata of a scholarly work whose full text is deposited in the IR but is not available in Open Access.

### **3. RESPONSIBILITIES**

#### **3.1 Roles and responsibilities of the Head of Department**

- 3.1.1 Head of Department contacts authors and informs them that their publications have been requested.
- 3.1.2 Additionally, Head of Department keeps track of the amount of requests for statistical and analytical purposes.
- 3.1.3 Furthermore, Head of Department replies to emails pertaining to publications where the author himself could not be reached. The response utilises the Standardized Reply to Request for the Full Text prepared by the Library Management, to ensure that the item will be used and that the author will be acknowledged in accordance to the copyright law.

### **3.2 Roles and responsibilities of the Library Assistants**

- 3.2.1 Library Assistants are responsible for forwarding requests to [oar.lib@um.edu.mt](mailto:oar.lib@um.edu.mt) .
- 3.2.2 Additionally, Library Assistants in collaboration with the Head of Department reply to emails pertaining to publications where the author himself could not be reached. The response utilises the Standardized Reply to Request for the Full Text prepared by the Library Management, to ensure that the item will be used and that the author will be acknowledged in accordance to the copyright law.

### **3.3 Roles and responsibilities of the UM Library IT Support**

- 3.3.1 The UM Library IT Support is responsible for the functionality of the Request a Copy Button from the technical perspective.

## **4. HEALTH AND SAFETY REQUIREMENTS**

- 4.1 N/A

## **5. PROCEDURE**

### **5.1 OAR@UM Request a Copy Button**

- 5.1.1 Clause 3.4 of the University of Malta Open Access Policy, which was formally approved by UM Senate on 20th September 2017 (as per Appendix 1), stipulates that 'In all cases, the necessary metadata of all peer-reviewed research publications is to be made immediately openly accessible at the moment of deposit and the 'Request a Copy' button is available to provide immediate individual access'.

### **5.2 Request a Copy Button implementation**

- 5.2.1 Request a Copy Button was implemented in OAR@UM in mid-June 2017. In order to comply with the University of Malta Open Access Policy the UM Library had to ensure that all items deposited in Restricted or Closed Access would be accessible by all end users. Therefore, the UM Library IT Support in collaboration with Cambridge University and the University of Minho equipped OAR@UM with an appropriate feature being the 'Request a Copy Button'.

5.2.2 Due to this added feature, it was necessary to modify the OAR@UM Submission Form (as per Appendix 2) and include a new field for author's email address.

5.2.3 Following the above mentioned modification, requests are now being sent directly to the corresponding author instead of the UM Library staff who were involved in the depositing process.

### **5.3 OAR@UoM items modification**

5.3.1 As of June 2017 a total of 16,723 items were deposited in OAR@UM (31/05/17), it was necessary to amend the existing entries and add the missing field of the author's email address. For this reason a group of 6 Library Assistants was identified to carry out the above mentioned task. The estimated deadline of this initiative is the end of 2018.

### **5.4 Request a Copy Button functionality**

5.4.1 Items that are deposited in OAR@UM in Restricted Access (RA), Closed Access (CA) or Embargoed Access (EA) provide limited access to the full text. Whereas the metadata is visible worldwide, the full text of the publication is restricted to users who are in possession of a UM IT account—(ie UM academics and students [in case of RA and EA]). It can be even further limited to OAR@UM Administrators only (in case of CA). Therefore, users who are not affiliated with UM are not able to consult the full text immediately. However, after clicking on the PDF icon they are given the possibility to fill in a short request form (as per Appendix 3) which is then automatically sent to the author. Subsequently, the author receives an automatically generated email stating that the item was requested and is allowed to either approve the request or reject it. In both cases a short message is sent to the user via OAR@UM, containing either the full text of the document, or an explanation why the document cannot be shared.

### **5.5 Handling requests via Request a Copy Button by the UM Library Staff**

5.5.1 To date not all records have been amended and equipped with the author's email address. Additionally, some items, mostly those deposited in the External Research Collection had to be left without this field since it was impossible to identify the appropriate email address. Very often authors will have been deceased or from outside the UM which makes it impossible to identify such data. In light of this, some requests still have to be handled by the UM Library.

5.5.2 These requests are automatically sent to the Library Assistant who was responsible for depositing those specific items. Following the receipt of the request, the Library staff are responsible for forwarding it to [oar.lib@um.edu.mt](mailto:oar.lib@um.edu.mt) email address which allows staff within the Open Science Department to process it accordingly.

- 5.5.3 Open Science Department identifies who the author is and if an email address can be obtained. If the email address of the author is found, the request is forwarded to the author, as the rightful copyright owner.
- 5.5.4 If the Open Science Department is not able to obtain the email address, the item is shared along with a Standardized Reply to Request for the Full Text prepared by the Library Management which ensures that the item would be used and the author would be acknowledged in accordance to the copyright law (as per Appendix 4).

## **6. REFERENCES**

6.1 N/A

## **7. LIST OF APPENDICES/WORKSHEETS**

- 7.1 Appendix 1 – University of Malta Open Access Policy
- 7.2 Appendix 2 – OAR@UM Submission Form
- 7.3 Appendix 3 – Request for the Full Text Form
- 7.4 Appendix 4 – Standardized Reply to Request for the Full Text

**Appendix 1 – University of Malta Open Access Policy**



**University of Malta  
Open Access Policy**

|   |  |
|---|--|
| <b>SOP NUMBER</b><br><b>ZRC-OP-003-01</b> | <b>SOP TITLE</b><br><b>OAR@UM REQUESTS FOR ITEMS AVAILABLE IN RESTRICTED AND CLOSED ACCESS</b> |
|---|--|

**Table of Contents**

Abbreviations ..... ii

Preamble ..... 1

1. Introduction ..... 2

2. Definitions ..... 2

3. Policy ..... 4

4. Support and Monitoring ..... 6

**Abbreviations**

|        |   |
|--------|---|
| AAM    | Accepted Author Manuscript                                      |
| APC    | Article Processing Charges                                      |
| IR     | Institutional Repository  |
| OAR@UM | Open Access Institutional Repository of the University of Malta |
| PV/VOR | Publisher Version/Version of Record                             |
| UM     | University of Malta   |



## Preamble

### The Benefits of an Open Access Policy

The formal adoption of Open Access through an institutional policy allows institutions to become part of the evolving research and academic ecosystem where access to research is immediate and open to the benefit of both researchers and citizens. An institution and its researchers may expect multiple benefits from the implementation of an Open Access Policy:

#### The Institution:

- Collects and preserves its scientific output and disseminates it through its institutional repository
- Provides the possibility of indexing and tracking the scientific output of the institution from international search engines on the internet such as Google
- Monitors the number of visits and use, and collects data and indicators that can be used in institutional planning, and the search for sources of funding
- Provides opportunities for the use and re-use of the institution's output for scientific purposes
- Strengthens international communication and collaboration channels and the institution's international profile

#### The Researchers:

- Enhance the visibility of their research and their citations
- Increase the usage of their research
- Increase the impact of their research
- Obtain a permanent link for each of their research output

## 1. Introduction

The University of Malta (UM) is the highest educational and research institution in the Maltese Islands, supporting a wide range of research programmes. Under this remit, the UM is committed to ensure the identification and preservation of its research output. This Open Access policy will support the institution's attainment of this goal, and shall apply to all the intellectual output of the UM.

Open Access will facilitate wider dissemination of the UM's research output and a broader visibility for the University and its researchers alike. This policy has been drawn up to provide standard guidelines for researchers in making their research output available in Open Access. Researchers are therefore expected to adhere to these policy guidelines.

This Policy shall be managed and implemented by the Library, whose duties shall include the following:

- To drive and support the correct application, implementation and interpretation of and compliance with this Policy
- To propose amendments to this Policy to Senate from time to time with the aim of enhancing it and adapting it to prevailing scenarios

## 2. Definitions

The Article Processing Charge (APC) is the fee which some journals charge authors to publish their articles in Open Access. This fee may be covered by the research organisation or the researcher.

Copyright refers to the rights that creators have over their literary and artistic works.

An Embargo is a period of time that may be set by the publisher in the copyright transfer agreement during which access to the archived version of an article in a digital repository is restricted. Typical embargo periods range from 6 to 24 months, though some publishers may require an embargo of up to 48 months.

Gold Open Access refers to the publishing of a peer-reviewed article in an academic journal which makes the article openly available on the publisher's platform. A growing number of journals charge APCs for Open Access but there are many Open Access journals which do not charge any APC.

**Green Open Access** refers to the depositing or self-archiving of a copy of the final version (or post-print) of a peer-reviewed article, regardless of the journal (Open Access or non-Open Access) where it is published. If the article is published in Open Access, the copy to be deposited can be the Accepted Author Manuscript (AAM) or Publisher Version/Version of Record (PV/VOR). For articles published in non-Open Access journals where no APC is paid, there will usually be an embargo period to Open Access set by the publisher.

An **Institutional Repository (IR)** is an online archive which collects, preserves and disseminates the intellectual output of an institution. OAR@UM is the UM's institutional repository. 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.

**Intellectual Property** refers to creations of the mind, such as inventions, literary and artistic works, designs, and symbols, names and images used in commerce.

**Metadata** is structured information describing a resource for the purpose of indexing, discovery and identification. It includes elements such as title, author, abstract, institutional affiliation and name of journal that has accepted the scholarly work.

**Open Access** means 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. In the context of research and innovation, 'scientific/academic information' refers to peer-reviewed journal articles, conference proceedings, books and book chapters.

**Peer review** is part of the pre-publication process which ensures that the academic standards required of a particular discipline are met. A board of independent reviewers assesses the quality of content and evaluates the document for accuracy and validity.

**Post-print** is the final version of the output as accepted for publication, including all modifications arising from the peer review process. Post-print versions may have two forms: the Accepted Author Manuscript (AAM), or the Publisher Version (PV), also known as the publisher PDF or Version of Record (VOR).

"Request a Copy" Button appears on an institutional repository (IR) page describing the metadata of a scholarly work whose full-text is deposited in the IR but is not available in

Open Access. This button allows would-be readers to request an electronic copy of the scholarly work for individual research purposes directly from the author.

Research means any systematic investigation or study funded by the UM, and intended as a contribution to scholarship. It refers to the research output created by the researcher in accordance with the UM's collective agreement, and/or any research conducted through a research grant secured by virtue of the researcher's affiliation with the UM.

Research Organisation means the University of Malta (UM) and/or any public organisation providing the researcher with funds/grants which are managed by the UM.

A Researcher is a member of staff of the UM who has a Council appointment of employment and who performs research as defined in this document.

### 3. Policy

The aim of this policy is to support UM researchers in providing Open Access to their peer-reviewed research publications through deposit in OAR@UM.

- 3.1 Researchers are encouraged to deposit all research produced under the auspices of the UM in OAR@UM.
- 3.2 Researchers are strongly encouraged to deposit a copy of all peer-reviewed research publications produced under the auspices of the UM in OAR@UM, and to do so as soon as possible upon publication.
- 3.3 The full-text of all publications is to be made openly available at the time of deposit, or as soon as possible thereafter, subject to copyright transfer agreements.
- 3.4 Researchers may also opt to deposit a copy of the peer-reviewed research paper upon acceptance for publication accompanied by the publisher's dated acceptance letter.
- 3.5 Researchers are free to publish in journals of their own choice. If the journal or publisher does not support Open Access, researchers can use the following strategies:

the [SHERPA Request Template](#) to contact publishers to ask permission to publish the work in Open Access, or

the [SPARC Author Addendum](#) which is a proposed modification to the standard publishing agreement giving the author permission to publish in Open Access.

- 3.6 In the case of publications that cannot be made immediately openly accessible because of publisher restrictions, the deposit in OAR@UM is still strongly encouraged; but open access would only be secured if and when the publisher's embargo period elapses.
- 3.7 In all cases, the necessary metadata of all peer-reviewed research publications is to be made immediately openly accessible at the moment of deposit and the 'Request a Copy' button is available to provide immediate individual access.
- 3.8 As the author of the work, the researcher is the first copyright owner of the research output. Copyright is conferred automatically to all eligible works listed in the Copyright Act, Chapter 415 of the Laws of Malta. Ownership of Intellectual Property generated at the UM is covered in Section 4 of the [University of Malta Intellectual Property Policy](#). Where the teaching and scholarly materials are created through collaborative or contracted research, copyright may be subject to the terms and conditions of the respective contract.
- 3.9 The researcher should be aware of copyright obligations when signing contractual agreements with academic publishers. Authors must also ensure that a [Creative Commons Licence](#) of their choice is indicated when their research paper is made available in Open Access.
- 3.10 In the case of publications that may potentially disclose commercially valuable Intellectual Property, the researcher is advised to consult the UM Knowledge Transfer Office prior to publication, as indicated in Section 5 of the [University of Malta Intellectual Property Policy](#).
- 3.11 The UM is also committed to provide support with regards to copyright. See [University of Malta Copyright Guidelines](#).
- 3.12 Researchers are encouraged to seek advice from the Library to ensure that any arrangement with publishers is in conformity with this Open Access Policy.

#### 4. Support and Monitoring

- 4.1 Adoption of Open Access shall be supported through the organisation of seminars, awareness raising events, and educational and training ventures.
- 4.2 The Library shall monitor policy compliance by comparing the content in OAR@UM against information gathered from indexing services.
- 4.3 The Library shall provide the necessary human resources to support the uploading of content in OAR@UM. Procedures for uploading research publications on OAR@UM can be found at [http://www.um.edu.mt/library/about/oar@uom\\_policies#submission](http://www.um.edu.mt/library/about/oar@uom_policies#submission).
- 4.4 The Library shall undertake the necessary background checks to determine the status of peer-reviewed material submitted for inclusion in OAR@UM, in the light of any relevant copyright terms and agreements.
- 4.5 The Library shall provide and maintain the required infrastructure for the support of this Open Access Policy.
- 4.6 The Library shall also provide links and interoperability with other databases such as Google Scholar.
- 4.7 The Library shall implement search engine optimisation techniques to obtain high ranking placement of OAR@UM in the search results.

20<sup>th</sup> September 2017

## Appendix 2 – OAR@UM Submission Form

### Item submission



#### 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@UM

 

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

**SOP NUMBER**  
ZRC-OP-003-01

**SOP TITLE**  
OAR@UM REQUESTS FOR ITEMS AVAILABLE IN RESTRICTED AND CLOSED  
ACCESS

**Other Titles:**

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

Add

**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



**SOP NUMBER**  
ZRC-OP-003-01

**SOP TITLE**  
OAR@UM REQUESTS FOR ITEMS AVAILABLE IN RESTRICTED AND CLOSED  
ACCESS

**Series/Report No.:**

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

Add

Series Name

Report or paper No.

**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).

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'.

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.

 

**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

  

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'

 

**Copyright Holder:**

Enter the copyright holder.

**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@UM
- [Communities & Collections](#)
- [By Issue Date](#)
- [Authors](#)
- [Titles](#)
- [Subjects](#)
- [Type](#)
- This Collection
- [By Issue Date](#)
- [Authors](#)
- [Titles](#)
- [Subjects](#)
- [Type](#)

**SOP NUMBER**  
ZRC-OP-003-01

**SOP TITLE**  
OAR@UM REQUESTS FOR ITEMS AVAILABLE IN RESTRICTED AND CLOSED  
ACCESS

**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@UM 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 >](#)



## 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@UM.

**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@UM 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@UM, 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@UM shall not be held responsible against any third party claims including but not limited to alleged intellectual property infringement.

#### 2. OAR@UM 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@UM shall belong to the UoM.

3.2 While every care will be taken to preserve the work(s) deposited onto OAR@UM, 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@UM.*
- 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@UM.*
- 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@UM.*

*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@UM 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](mailto:oar.lib@um.edu.mt)

### Distribution license:

I Grant the License

[< Previous](#)

[Save & Exit](#)

[Complete submission](#)

### Appendix 3 – Request for the Full Text Form

**L-Università ta' Malta**

[Sign In](#)

Quicklinks

[Policies](#) [Submission Forms](#) [Help](#) [Contact Us](#)

[OAR@UM Home](#) → [Sign In or Request a Copy of the Document](#)

### Sign In or Request a Copy of the Document

Enter the following information to request a copy of the document from the responsible person  
Global, diffuse, direct, and ultraviolet solar irradiance recorded in Malta and atmospheric component influences

**Name:**

**Your e-mail address:**  
This email address is used for sending the document.

**Files:**  
 All files (of this document) in restricted access.  Only The requested file.

**Message:**

#### Search OAR@UM

   
 Search OAR@UM  
 This Collection  
[Advanced Search](#)

#### Browse

All of OAR@UM  
[Communities & Collections](#)  
[By Issue Date](#)  
[Authors](#)  
[Titles](#)  
[Subjects](#)  
[Type](#)

This Collection  
[By Issue Date](#)  
[Authors](#)  
[Titles](#)  
[Subjects](#)  
[Type](#)

|                                    |  |
|------------------------------------|--|
| <b>SOP NUMBER</b><br>ZRC-OP-003-01 | <b>SOP TITLE</b><br>OAR@UM REQUESTS FOR ITEMS AVAILABLE IN RESTRICTED AND CLOSED<br>ACCESS |
|------------------------------------|--|

#### **Appendix 4 – Standardized Reply to Request for the Full Text**

Dear .....

Unfortunately we were not able to contact ----name of author---- with regards to this book so we could not place the item in question in Open Access

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