

English translation for the public

by Thomas Dewis

Regulations for Open Access to the scientific production of the University of Padova

Art. 1 - Aims and general principles

1. The purpose of the Open Access policy adopted by the University of Padova is to make publicly available the products of research financed with public funds, according to Open Access canons.
2. The aims of the Institutional Repository are based on the following common interests of the Authors and the University to:
 - increase the visibility of research carried out at the University of Padova, to increase the relevance of scientific contributions in international consideration and to encourage the comparison of ideas and positions;
 - increase efficiency in the retrieval of data and documents, thanks to specialised indexing;
 - meet funding requirements, as in many cases funding bodies expressly require open access deposit of research products;
 - guarantee the integrity of documents and an appropriate description of them, regardless of technological and instrumental changes;
 - centralise document management in a single collector, thereby dispersing fewer resources in local data and document management.
3. For these reasons the Athenaeum avails itself of a single institutional Archive, which the components of the organisation draw on according to their respective needs.
4. The Institutional Archive is aimed at receiving and making visible every contribution of the research carried out by the University. The University of Padua privileges Open Access, except for the limitations deriving from laws and contracts.
5. The Institutional Archive is equipped with information tools to make Authors fully aware of their rights and of the possible distribution and accessibility choices.

Art. 2 - Definitions

1. For the purposes of these Regulations

"**University**" or "**Athenaeum**" means the University of Padova.

"**Author**" shall mean a member of the University who is affiliated with the University in any capacity whatsoever, such as, for example, a tenured professor or researcher, a research grant holder, a doctoral student, a member of the technical-administrative staff, who is the author or co-author with one or more subjects, including those from outside the University, of a Contribution to scientific literature.

For the purposes of these Regulations, "**Open Access**" means a form of "Open Access" or "Free Access" publication as defined below.

A "**Contribution of Scientific Literature**" or "**Contribution**" means any text including data such as images, videos, tables, drawings and formulae that has been submitted for review by the relevant scientific community, or accepted/published in journals or series of scientific merit after review by recognised experts in the field or editorial boards. The definition of Contribution includes, by way of example, articles in scientific journals, conference proceedings, monographs and book chapters, doctoral theses, working papers, exhibition catalogues, editions of excavations, critical editions or editions of books containing the results of scientific projects, patent texts, geological and geographical maps.

"**Editorial digital version**" means the digital version of the Contribution of scientific literature edited and published by the publisher.

"**Final Referenced Digital Version**" means the final digital version accepted by the publisher that incorporates the results of the referencing process but has not yet been edited by the publisher and does not bear the publisher's logos or trademarks (post-print).

"**Metadata**" means the basic metadata (descriptive and structural) and the metadata related to the context (e.g. administrative-managerial information related to departmental affiliation, SSD, etc.) of a Contribution to the scientific literature.

By "**Open Access Publication**" we mean a Contribution to the scientific literature published in a journal or other publishing venue, such as a book series:

- originally published in a journal or other publishing venue with open and immediate access, according to the "Gold Road";
- originally published in a journal or other publishing house and made available for open access after an embargo period defined by the publisher, according to the "Green Road", or in the "Editorial Digital Version" or in the "Final Referenced Digital Version", in the best possible format.

By "**Open Access Institutional Repository**" an interoperable digital repository according to international protocols, which guarantees the preservation and public access of deposited *files* and the free dissemination/distribution of metadata according to national and international standards;

"**Embargo**" means the period during which products are kept confidential, i.e. accessible for internal evaluation purposes only.

Art. 3 - Human and instrumental resources

1. The University facilitates the Open Access publication process through the establishment and maintenance of the Institutional Padova Research Archive. The latter respects the criteria of interoperability provided by the international protocols and represents the tool for the presentation and preservation over time of metadata and documents entered in the following ways:

- a) directly by the Authors
- b) by automatic processes
- c) by interoperability between databases.

Art. 4 - Filing and publication policy

1. The University expects each Author to insert in the Open Access Institutional Repository, at the moment of publication:

- the Metadata of the Contribution, which will always be visible in Open Access;
- the digital copy of the Contribution in the version permitted by the publisher for Open Access dissemination:
 - editorial, if allowed by the publisher
 - final referenced (post-print)
 - pre-reference (pre print)
- the digital copy of the editorial contract, if available.

In addition, in the case of publications in Open Access journals where an Article Processing Charge is payable, the Author is requested to indicate the amount of this charge.

2. The Author may refrain from publishing the Research Contribution in Open Access only in the following cases:

- refusal by the publisher, as made explicit in the SHERPA-RoMEO database or by a certificate issued by the publisher itself;
- documented refusal of one of the co-authors, if not belonging to the University;
- reasons of public or national security;
- privacy reasons or presence of sensitive data
- protection of the University's economic rights
- industrial secret

Only for these reasons will it be possible to activate an embargo period. At the end of the embargo period the Contribution is automatically made Open Access.

3. By depositing the Contribution in the institutional archive, the Author grants the University a free, universal, non-exclusive license to disseminate the metadata, to keep a digital copy of the Contribution

in the authorized version for preservation purposes and to make it public at the end of the embargo period. The Author may decide that the digital copy deposited in the Institutional Archive be made available to the public under a Creative Commons licence.

4. The University recommends that its Authors comply with the EU Recommendation of 17 July 2012 on access to and preservation of scientific information by depositing datasets supporting research contributions in Open Access repositories, as now requested by a growing number of funding bodies.

Art. 5 - Support, monitoring and promotion of the University's scientific production

1. The University of Padova supports Open Access through:

- assistance in the procedures for depositing full text documents;
- assistance in verifying editorial policies regarding contributions to be made public in Open Access;
- advice on copyright issues;
- verification of the coherence of the descriptive metadata of the product entered by the Author;
- information and training on Open Access issues.

2. The above-mentioned functions are ensured by the Research and Technology Transfer area with the inter-functional coordination of the Departments, the University Centre for Libraries and the University IT and Telematics Services Area.

3. The University periodically surveys the rate of increase of the Archive, the coverage of full text deposited contributions and usage statistics.

Art. 6 – Related services

1. The Institutional Archive offers, in addition, the following services:

- statistics on the use of individual research contributions;
- integration with the citation data of the main international databases, where applicable and where allowed by the contracts in place with the providers;
- interoperability with national and international services, such as OpenAire for projects funded by the European Commission;
- assignment of a persistent identifier (Handle) to each Contribution
- protection against cyber risk
- logging of deposit log data and changes in the deposited document

Art. 7 - Final provisions

1. The procedure of depositing the Author's contribution in the Institutional Archive is supported by the Departmental Contacts for the Publications Catalogue and by the Research and Technology Transfer Area. The University Centre for Libraries offers assistance on editorial policies for Open Access publishing and on copyright issues.

2. Subsequent organisational acts of the Director General may establish services or assignments to monitor the functionality of the Institutional Archive.