THE GLASGOW SCHOOL OF ART

Open Access Policy

POLICY DETAILS:

Date of approval	25th October 2016
Approving body	Research and Knowledge Exchange Committee (RKEC)
Supersedes	n/a
Date of EIA	9th June 2016
Date of next review	September 2017
Author	Ken Neil and Alison Stevenson
Responsible Executive Group area	Research & Doctoral Studies
Related policies and documents	GSA Research Data Management Policy; GSA briefing paper: "Open Access to Research"
Benchmarking	n/a

1. Open Access

'Open Access' (OA) refers to unrestricted, online access to the published findings of research. OA offers significant social and economic benefits: for individuals, businesses, institutions and society. For researchers OA means increased exposure of their own research, and increased access to the research of their peers. The GSA's position is that all research should be as widely and freely accessible as the available channels for dissemination will allow.

In line with UK higher education funding council guidance[1], <u>all journal articles and conferences proceedings</u> by GSA staff must be made as widely accessible as possible. This means they must be made publicly available no later than three months after the date of acceptance (notwithstanding any embargo periods from funders or publishers). For the next Research Excellence Framework exercise (REF), if a journal article or conference proceeding is deemed not to comply with funding council OA conditions it will be given an unclassified score and will not be assessed in the REF. GSA staff will be provided with the support they need in order to meet the conditions set out by the UK higher education funding councils.

The funding council OA requirements for the next REF do not generally apply to monographs, book chapters, other long-form publications, working papers, creative or practice-based research outputs, or data. However, "credit will be given in the research environment component of the post-2014 REF" where these output types are OA. GSA staff are expected to make best efforts to use available channels for dissemination of these output types. Research and Doctoral Studies (R&DS) staff[2] are available to support them in these efforts. R&DS staff are working on guidance for colleagues on approaches to achieving effective OA for a range of REF Panel D Unit of Assessment 34 output types, and are available to provide support in the interim.

2. Routes to Open Access at the GSA

There are two models of open access: 'Gold' and 'Green'. Green OA involves authors depositing a version of their paper in an institutional repository or an OA subject repository (such as ART-Dok). Gold OA involves paying an Article Processing Charge (APC) to make the paper fully accessible through the publisher's website. In both Green and Gold models, papers undergo the same rigorous peer-review processes as in traditional academic publishing.

The GSA preference is for 'Green' OA, through our institutional repository, RADAR[3]. GSA staff can deposit a wide variety of content types into RADAR, including text, images, audio and video, which are then made freely available online. R&DS staff are available to support GSA staff to understand their rights and responsibilities with regard to OA compliance and publisher licenses. A short briefing paper[4] has been made available online, as well as a series of frequently asked questions[5].

The GSA receives no funding from Research Councils UK (RCUK) to support Gold OA through APCs. The only source of funding for APCs is therefore the GSA Research Development Fund or external grant funding. GSA Research Development Funding will not be granted for an APC if a Green OA option is available. R&DS staff are available to support GSA staff in discovering if a Green OA option is available.

3. Tracking open access

Any REF audit will require institutions to provide assurance about their processes and systems for recording OA information. The GSA will use RADAR to report on OA information. If a research output is not recorded in RADAR, it is deemed for the purposes of GSA processes not to exist.

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[1] HEFCE Policy for open access in the post-2014 REF: Updated July 2015
http://www.hefce.ac.uk/media/HEFCE,2014/Content/Pubs/2014/201407/HEFCE2014_07_updated%20July%202015.pdf
[2] Research and Doctoral Studies staff contact details can be found on the GSA VLE → Research & Knowledge Exchange → Contacts https://vle.gsa.ac.uk/
[3] RADAR repository http://radar.gsa.ac.uk/
[4] The GSA Briefing paper "Open Access to Research" can be found on the GSA VLE → Research & Knowledge Exchange →Open Access
[5] Frequently Asked Questions on OA can be found on the GSA VLE → Research & Knowledge Exchange →Open Access

4. Roles and Responsibilities

It is the responsibility of the staff member publishing a journal article or conference proceeding to:

- deposit a PDF of their research output into RADAR with a deadline of no later than three months after acceptance (notwithstanding any embargo periods);

It is the responsibility of the staff member producing another output type to either:

- deposit their research output (or documentation of that output, such as images, video and audio) into RADAR;
- or, create a record for their research in RADAR which includes a link to the openly accessible version;
- or, create a record for their research in RADAR which includes a description of the research output, but not the output itself.

It is the responsibility of the Research and Doctoral Studies department to:

- encourage OA publishing by providing advice and support to GSA staff to understand their rights and responsibilities with regard to 'open access' compliance, publisher licenses and Green OA through RADAR;
- provide regular reports to RKEC, documenting what content is OA, and alerting Schools to journal article and conference proceedings content which is not OA;
- provide regular reports to RKEC reporting on any invalid links to OA content outside of RADAR;
- track and report on APC payments made;
- track and report on OA compliance with specific research funding requirements.

It is the responsibility of the Library to:

- contribute to the development of strategy and planning around OA at the GSA, drawing on discussions and developments in the external environment (e.g. SCURL, SHEDL and SCONUL);
- manage and monitor Library subscription deals to include APCs where appropriate and to communicate relevant information to the Research and Doctoral Studies team;
- support discovery and use of OA content in RADAR as a resource for learning and research (e.g. via integration of RADAR into the Library's Discovery Layer).

5. Support available

Research and Doctoral Studies staff are available to support GSA staff in:

- meeting the open access conditions set out by the UK higher education funding councils;
- making best efforts to use available channels for dissemination of monographs, book chapters, other long-form publications, working papers, creative or practice-based research outputs, or data;
- understanding their rights and responsibilities with regard to 'open access' compliance and publisher licenses;
- discovering if a Green OA option is available for publishing journal articles and conferences proceedings;
- using the RADAR repository to record their research outputs.

6. Status of this policy

This policy for Open Access at the GSA has been reviewed and updated by the Institutional Repository and Records Manager, including an assessment for equality impact. It was considered / approved by the Research and Knowledge Exchange Committee (RKEC) in October 2016. The policy will be subject to ongoing review.

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This policy was updated in August 2016