

<b>Policy Name:</b>	<b>Open Access Policy</b>
<b>Originating/Responsible Department:</b>	<b>Library and OVPRI</b>
<b>Approval Authority:</b>	<b>ARC</b>
<b>Date of Original Policy</b>	<b>February 2012</b>
<b>Last Updated:</b>	
<b>Mandatory Revision Date:</b>	<b>February 2017</b>
<b>Contact:</b>	<b>Office of the University Librarian</b>

**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.
3. This policy is to take effect January 1, 2012.

**Policy:**

4. Open Access is the principle that all research and creative work, particularly from publicly funded institutions, should be freely accessible via the internet.
5. Carleton University is committed to the principle of disseminating academic knowledge as widely and in as timely a way 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.
6. In support of these principles, the University Library has recently launched CURVE – the Carleton University Research Virtual Environment - an open access repository which will hold academic research output and creative work voluntarily deposited by Carleton faculty, staff and students, as well as all dissertations and theses produced at Carleton.
7. CURVE will assist Carleton researchers in meeting the requirements of the Tri-Council (CIHR, NSERC, SSHRC) and other funding agencies in Canada and elsewhere to make the research funded by these agencies available to the public.
8. CURVE will provide for long-term preservation for these digital resources and will add valuable metadata and digital object identifiers to assist in access and attribution. CURVE will conform to international standards for Open Access and will 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 in CURVE an electronic copy of their research papers from journals or conference proceedings which have been peer-reviewed, or any thesis/dissertation approved by FGPA, along with non-exclusive permission to preserve and freely disseminate it. In time, other research output, data sets, creative works and research papers which have been peer reviewed or adjudicated in keeping with the standards of the author's discipline will also be considered.<sup>1</sup>
  
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<sup>2</sup> when negotiating publication of their works. CURVE policies will respect any contracts agreed by the author with the publisher which will determine whether the article may be deposited as 1) a pre-print or post-print, 2) restricted in some way (such as embargoed to a certain date or restricted to Carleton community members), 3) completely accessible as an open access document. These access policies will ensure that the intellectual property rights, responsibilities and academic freedom of faculty members will not be compromised and that collective agreements currently in place will be respected.

**Procedures:**

To deposit articles and other forms of scholarly communication into the University's institutional repository, CURVE, please complete the forms on the Library website: <http://curve.carleton.ca/>

For assistance in determining eligibility for deposit into CURVE, or for information on authors addenda or how to publish in an open access journal, please contact the Scholarly Communications Librarian or visit the Scholarly Communications website: <http://www.library.carleton.ca/about/projects/scholarly-communications>

**Contacts:**

Office of the University Librarian  
Office of the Vice-President Research, International

**Links to Related Policies:**

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<sup>1</sup> A separate policy on deposit of unpublished material, white papers or technical reports will be forthcoming.

<sup>2</sup> For example, the SPARC Canadian Addendum endorsed by CARL or the Carleton University Author's Addendum