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Open Access E-Journal Hosting Agreement

University of South Florida Libraries

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Open Access E-Journal Hosting Agreement

1. The University of South Florida Libraries advances scholarly communications and supports open-access academic publishing initiatives.

2. [NAME OF PUBLISHER] (the “Publisher”) publishes the e-journal [JOURNAL TITLE HERE] (ISSN [IF AVAILABLE]) (the “e-journal”).

3. The parties have complementary objectives and values in undertaking this project to create, preserve, and disseminate online scholarly information. The parties agree as follows:
   a. The USF Libraries will:
      i. make the contents of the e-journal available free of charge via the Internet or any subsequent technology for as long as this agreement remains in force;
      ii. provide password access to the USF Libraries’ repository, hosted on the bepress Digital Commons platform, to allow the Publisher to manage (i.e. submit, edit, and publish) e-journal content;
      iii. strive, in the absence of unforeseen technical difficulties and routine maintenance, to provide 24/7 access to the “e-journal” and its contents;
      iv. submit content to relevant sources for indexing once those are determined;
      v. digitally archive all e-journal content produced under this agreement;
      vi. register article DOIs with Crossref. Crossref is the registration agency that connects the DOI to the appropriate resource. The USF Libraries will continue to send information to Crossref so that all DOIs continue working; and
      vii. provide consultation support to the editors. If editors have questions on open access best practices in publishing, please email digitalcommons@usf.edu.

   b. The Publisher will:
      i. grant to the USF Libraries a non-exclusive, worldwide, irrevocable, perpetual license for electronic dissemination of the e-journal’s content, abstracts, tables of content, reference lists, and metadata describing content via the Internet;
      ii. work with bepress through set-up phase to include interface design, editorial policy promulgation, style-guide promulgation, and online training for editors;
      iii. provide documentation describing the ejournal’s scope, accepted article types, policies governing the peer-review process, a summary of author rights and responsibilities, manuscript submission requirements, style guides, and other matters pertaining to e-journal administration;
      iv. contribute, edit, and subject to peer-review all e-journal content covered under this agreement, including creating and publishing issues and articles in the bepress system;
v. add DOIs to references for each article;
vi. assign DOIs to articles when publishing. When new articles are being published it will be up to the editors to input the DOI into the metadata field for the article. There is an established pattern that will be available in the workflow documentation provided to the editors;

vii. perform journal page edits. Editors should either perform edits themselves or contact bepress for assistance;

viii. contact bepress for any technical assistance with journal;

ix. use the bepress Dashboard to gather any necessary statistics related to the journal;
x. be solely responsible for journal layouts using one of the bepress-supplied layout schemes or other method;

xi. assume full responsibility for obtaining the authors’ agreements to include their material in the e-journal and will obtain necessary permissions for re-use of any copyrighted materials;

xii. hold the USF Libraries harmless for any damages, costs or losses whatsoever arising in any circumstances from these services including damages arising from the breakdown of the technology and difficulties with access; and

xiii. take full responsibility for the content of the e-journal and indemnify the USF Libraries from claims, damages, or legal actions arising from that content.

4. This agreement will begin with the signature of the authorized representatives of the Publisher and the USF Libraries and continue indefinitely unless either party provides ninety (90) days written notice of intent to terminate.

5. Authorized signatures.

Authorized Collection Representative: ________________________________

USF Libraries Dean: ________________________________

Print Name: ________________________________

Todd Chavez: ________________________________

Email Address: ________________________________

tchavez@usf.edu: ________________________________

Date: ________________________________

Date: ________________________________