



Memorandum of Understanding Open-Access Institutional Repository Hosting/Publishing

WHEREAS the parties desire to promote effective scholarly communication that supports open-access academic publishing initiatives, this Memorandum of Understanding (MOU) memorializes the duties and responsibilities of the University of Texas at Arlington Libraries (“Libraries”) and the _____ (“Publishing Partner”) of the publication, _____ (the “journal”), with respect to the Publishing Partner’s use of the no-fee DSpace open-access repository software hosted by the Texas Digital Library and made available to the University of Texas at Arlington (“UTA”) users through the Libraries. The Libraries recommends that all articles be made available under a Creative Commons License.

The parties agree as follows:

(a) The Libraries will:

- Set up, maintain, and host (free of charge) the DSpace software platform to hold the journal title.
- Make every effort to support 24/7 access to the digital content of the journal, with appropriate advance notice for regular maintenance and updates in the event of hardware/software problems.
- Keep the software platform up to date with new versions, as appropriate, limiting changes to ensure compatibility.
- In the event of termination of the hosting relationship, the Libraries will collaborate and use reasonable efforts to provide a smooth transition of all necessary components of the journal to a new service provider designated by the Publishing Partner. However, the Libraries reserves the right to make the content accrued during the time of this agreement available to users.
- Complete the initial set up, assist with trouble-shooting, take responsibility for all article production (copy editing, layout, and proofreading), provide ongoing technical support, and, under limited circumstances, the Libraries will agree to provide the expertise to design the journal.
- To the best of the Libraries’ ability, obtain an EISSN for the journal and add journal title to SHERPA/RoMEO.
- Deposit bibliographic details about the journal into the Libraries’ discovery and linking tools.
- Archive the material to the current standard of preservation best practice at the Libraries and the Texas Digital Library.
- Send occasional emails to contacts for the journals hosted to provide maintenance alerts and/or best practice information.

(b) The Publishing Partner will:

- Grant the Libraries the non-exclusive right to host the journal title on an open-access software platform and electronically distribute the content. This right does not include the right to sell the content or sell access to the content.
- Provide in writing, as Exhibit 1 of this MOU, documentation describing the journal’s scope and the name and contact information of one person who will be the main contact with the Libraries. If the main contact person changes, a person with authority to represent the Publishing Partner must provide that direction to the Libraries in writing.
- Be responsible for creating content, providing updated content, and publishing at least one issue or four articles within the first 12 months of site setup and then every year thereafter.
- Grant the Libraries the right to transfer content (without changing it) to any medium or format necessary for the purpose of preservation.
- Agree that the Libraries is not responsible for damages, costs or losses of data including, but not limited to,

hardware breakdown, software upgrades or network outages.

- Take responsibility for the content and dissemination of the journal; including copyright management and marketing.
- Take responsibility for editorial management (e.g. identifying reviewers, corresponding with authors) and journal issue production.
- Agree to receive occasional emails that provide maintenance alerts and/or best practice information from the Libraries.

Signature
(Individual authorized to sign on behalf of the
UTA Libraries)

Signature
(Individual authorized to sign on behalf of the
Publishing Partner)

Name (please print)

Name (please print)

Address

Address

Phone number and email address

Phone number and email address

Date

Date

Main Contact (if different than above) – include Telephone Number, Email address and University Affiliation:

Exhibit 1: Documentation Describing the Journal

Use this section to detail the journal’s scope and the name and contact information of one person who will be the main contact with the Libraries.