

ITU ACADEMIC OPEN ARCHIVE OPEN ACCESS POLICY (2021)

Reason:

Higher Education Institutions have a fundamental role in the production of scientific knowledge. It is extremely important for the development of science that scientific knowledge is freely accessible within the framework of ethics and laws; because the freedom of access to scientific information is a very important support factor that will ensure the creation of qualified information and products and services based on it for all users. Studies on “Open Access” archives, which support free access to scientific information and show an increasing trend all over the world, are gaining importance.

“Open access” is accepted as a standard method of accessing publications produced from publicly funded research. Users can access the full texts of scientific publications free of charge via the public internet without financial, legal and technical barriers. The full texts of publications may be read, downloaded, copied, distributed, printed, searched, or linked to the full texts of these publications, scanned for indexing, exported as data to a software, or used for any legal purpose. A full version of scientific publications is stored in at least one online archive to allow open access, unrestricted distribution, interoperability, and long-term archiving. In 2012, the European Commission recommended that the European Union (EU) member countries should develop their national open access policies, that research and support institutions should act accordingly, and that the developed policies should be coordinated across Europe at the national level. In the framework program covering the years 2014-2020 (Ufuk 2020), open access has been made mandatory for research to be supported by EU funds. In countries such as the USA, Spain and Italy, legal arrangements have been made for open access to research outputs made with public resources. The European Association of Research Universities supports open access to scientific publications and data.

In this regard, our university has made the Academic Open Archive of Istanbul Technical University available at www.polen.itu.edu.tr as a result of the studies it carries out in parallel with the trend in the world. The open access archive is a study carried out within ITU to save and protect the academic information produced by the members of our university, to form institutional memory and to provide free access to this information.

Making the ITU Academic Open Archive available on the internet by taking advantage of the opportunities provided by information technologies, which is an important indicator in the definition of an advanced university; in addition to providing free access to this information for anyone who wishes, it will also contribute to national and international open archive studies. It will play a strategic role in making the articles, papers, reports, conference texts, research data etc. in various domestic and international publications produced by ITU members accessible to the widest extent possible.

Aim:

Article 1- Intended by this directive;

(1)- To increase the accessibility, visibility, use and impact of ITU-addressed scientific studies and intellectual products,

(2))- To determine the procedures and principles for archiving, protecting, managing, making open access in accordance with copyright and increasing the impact of scientific studies and intellectual products addressed to ITU,

(3) To provide metadata to national and international harvesting systems by establishing an institutional academic archive in accordance with the Open Archives Initiative-Protocol for Metadata Harvesting (OAI-PMH) standards.

Scope:

Article 2- (1) The ITU Academic Open Archive includes all academic studies and data produced by university members during their stay at the university and supported directly or indirectly by our university. The content of the ITU open access system is;

a) Articles published in scientific journals

b) Articles under publication

c) Theses (master's, doctorate)

d) Conference papers and presentations

e) Books

f) Book chapters

g) Seminar texts

h) Technical documents

i) Research data and sets

i) Patent documents

j) Images of creative works

k) Open course materials

l) Video and audio recordings

m) Reports

n) Corporate pictures, news, event posters and photographs

- o) Project studies
- p) Music materials
- r) Award-winning graduation projects, industrial projects

Basis:

Article 3- (1) This policy has been prepared on the basis of Articles 4/c, 12/c, 42/c and 42/d of the Higher Education Law No. 2547 and YÖK Open Science Policy. Relevant articles of law;

4/c: As higher education institutions, to make scientific studies and research at a high level, to produce information and technology, to disseminate science data, to support growth and development in the national field, to become an outstanding member of the scientific world by cooperating with domestic and foreign institutions, contribute to universal and contemporary development.

12/c: To disseminate scientific data that raises the standard of living of Turkish society and enlightens the public opinion, through speech, writing and other means,

42/d. (Amendment: 17/8/1983 - 2880/23 art.) Special archives are kept at universities and at the Council of Higher Education for the scientific publications of academic staff.

Definitions:

Article 4- (1) Mentioned in this policy;

a) Library: ITU Library and Documentation Department

b) Open Access: In general terms, it means that researchers can access the full texts of scientific publications produced with public resources free of charge via the public internet without financial, legal and technical barriers. ITU open access archive, on the other hand, means unhindered access to digital copies of academic studies produced by ITU members without paying any fee. Related studies primarily include articles qualified to be published after passing peer review, conference papers, project outputs, open course materials, etc. ,

c) Academic archive system: All of the services produced by Istanbul Technical University, in which scientific outputs are collected, stored, indexed, protected for a long time and distributed in accordance with copyright, in electronic environment,

ç) Member of ITU: Istanbul Technical University academic and administrative staff, doctoral, graduate and undergraduate students,

d) Academic studies: All the studies of an ITU member resulting from research activities,

e) Archiving: The process of storing the academic work contributing to science of a university member in the ITU Academic Archive,

Archiving ways:

(1) Immediate Archiving: Refers to the immediate storage of peer-reviewed forms of academic studies and the immediate access to this stored academic work if there is no embargo, and automatically after the end of the embargo period if there is an embargo. (The embargo period will not exceed 6 (six) months.)

(2) Personal Archiving: The process of archiving the work contributing to science of an ITU member in the academic archive system,

(3) Embargo: It means that the research results are not accessible for a certain period of time due to reasons such as copyright, national security, patent, etc. It refers to the exemption of the full texts of the works from being made accessible in the ITU Academic Open Archive for certain periods (at least 6, up to 36 months) for reasons accepted by the university.

In Open Access; metadata and full text are visible and accessible on the web.

In embargoed access; metadata is visible, accessible, but full-text is not accessible.

An issue to be considered in personal archiving is that only storage is required.

f) ORCID: ORCID (Open Researcher and Contributor ID) is the non-proprietary alphanumeric code used to uniquely identify scientists and academic authorities and is today recognized by many international academic publishers.

ORCID is an open, non-profit, community-based investigative identity provider. It helps researchers to combine all scientific research publications and activities in different databases and sources under one identity. All of your scientific publications in your Scopus Author ID (or IDs) can be combined under this ID by creating an ORCID ID.

l) Department Heads: Academic departments of ITU,

i) Institutes: Institutes of ITU,

j) Faculties: Faculties of ITU,

k) Administrative Units: ITU's Departments and units affiliated to the General Secretariat,

l) Library: ITU Library and Documentation Department,

m) ITU: Represents Istanbul Technical University.

n) ITU Academic Open Archive: Refers to the ITU institutional archive system.

Authorities and Responsibilities in the Academic Archive System

Authorities and Responsibilities

Article 5- (1) The directive applies to all academic studies in which the person is the lead author or co-author during his term at ITU.

Members of Istanbul Technical University may retain the copyright of their publications or offer the university the licenses that will provide the widest access to their publications.

(1) As soon as a copy of all peer-reviewed journal articles and published conference proceedings of Istanbul Technical University members is accepted for publication; Once a copy of their theses, research reports, working documents and other academic works is accepted or published, they are archived in the academic archive system.

(2) The metadata (title, authors, institutional link, name of the journal that accepted the article, etc.) of the refereed journal articles accepted for publication and published conference proceedings are archived in accordance with the copyright in the academic archive system.

(3) Publications are made accessible as soon as possible while they are archived. Limited access in the academic archive system, the right to grant access to publications belongs to the author of the publication.

(4) Istanbul Technical University;

(a) Protects the copyrights of publications of its members;

(b) Regardless of publication year, book, book chapter, report, working document, etc. archives all publications and research outputs addressed to Istanbul Technical University in the institutional academic archive system;

(c) Makes the full texts of their publications accessible through the institutional academic archive system, as soon as publishers' conditions allow.

(6) Instructors may be exempted from making the full texts of their publications accessible through the Istanbul Technical University academic archive system for a certain period of time, provided that they document their reasons (for example, patenting, national security, etc.). When the time expires, these publications are automatically made accessible.

(7) Istanbul Technical University ensures the compilation, organization and preservation of research results archived in the institutional academic archive. ITU Library and Documentation Department is responsible for the establishment and management of the institutional archive. ITU Information Technology Department is responsible for technological infrastructure services and development.

(8) Istanbul Technical University ensures that all research data sets that serve as evidence in public research reports and/or referenced in peer-reviewed publications of instructors are stored in the institutional academic archive.

(9) Archiving of publications in the institutional academic archive system belongs to the author.

(10) Studies of Istanbul Technical University members in collaboration with more than one author from more than one institution are archived in the institutional academic archive.

(11) The responsibility of archiving the source in multi-author studies carried out by more than one Istanbul Technical University member belongs to the lead author.

(12) The theses of Istanbul Technical University master's and doctoral students are archived in the institutional academic archive immediately after they are accepted.

(13) Members of Istanbul Technical University accept the archiving of the latest versions of their academic studies in the institutional academic archive, unless they are limited or completely blocked due to embargo and similar conditions.

Library

Article 6-

(1) The library is responsible for the operation of the institutional academic archive.

(2) The library prepares information guides and carries out the necessary promotion and information activities in order to inform the members of Istanbul Technical University about the institutional academic archive.

(3) The library controls the metadata of the scientific studies transferred to the institutional academic archive by the members of Istanbul Technical University in accordance with the Open Archives Initiative Metadata Harvesting Protocol standards. If necessary, it works with the authors for correction.

(4) Agreements and collaborations to be made with other universities and institutions for the Institutional Academic Archive work are carried out by the Library.

Institute Directorates and Department Heads

Article 7- (1) Institute Directorates will encourage postgraduate theses to be stored in the academic archive system and made available to open access in accordance with copyright.

Information Technology Department

Article 8- (1) ITU Information Technology Department works with the Library in the processes of installing, updating, backing up, long-term preservation, security and providing data to

national and international harvesting systems of the institutional academic archive system software.

Publishing and Exploitation Right

Article 9- (1) The right to publish and benefit from information sources in the academic archive system is carried out under the following conditions:

- a) Free access to the full texts of the works in the institutional academic archive is subject to the decision of the author and the copyright status of the publication.
- b) Studies that have been published or decided to be published in any journal can be archived in the institutional academic archive, except for the format in the journal, in accordance with copyright.
- c) Publications addressed to Istanbul Technical University, whose copyright is held by third parties or institutions, are archived in the ITU institutional academic archive system according to copyright conditions. Sherpa Romeo is referenced for the copyright terms of international publications.

Open Science Board

Article 10- Istanbul Technical University Open Science Board consists of:

- a) Rector or Vice Rector to be appointed
- b) Faculty Deans
- c) Institute Directors and
- d) Head of the Library Department.

The Board is responsible for revising the policy when it deems necessary. Suggestions and opinions are submitted to the Rectorate of Istanbul Technical University.

The Open Science Committee takes a decision to revise or change the policy when it deems necessary.

Force

Article 11- (1) This policy enters into force with the acceptance and approval of the Istanbul Technical University Senate.

Executive

Article 12- (1) This policy is carried out by the Rectorate of Istanbul Technical University.

Prepared by ITU Library and Documentation Department