



Institutional Open Access Policy

Institutional Repository

As part of its mission and objectives, the *Fundación Centro Ceibal para el Estudio de las Tecnologías Digitales en la Educación* (Ceibal Centre Foundation for the Study of Digital Technologies in Education) has adopted an Institutional Open Access Policy. This document presents the general guidelines that will govern the policy and the implementation of a repository service.

1. BACKGROUND

OA (Open Access) is a practice that emerged in academic circles as a result of various initiatives (Budapest, 2002; Bethesda, 2002; Berlin, 2003) for the purpose of promoting the free, unrestricted online availability of literature and other inputs of scientific nature. This practice is based on the idea that scientific knowledge is a public good, so disclosure thereof and access thereto should not be restricted by economic, legal or technological barriers.

Open access has swiftly gained ground widely, even beyond the scope of scientific production, to include a network of academic institutions, governments, international agencies, universities, libraries, and foundations, among others.

2. REASONS

The aim of this open access policy is to provide free online access to scientific information by implementing a repository service and setting the terms of access to the service.

The open access repository will contain a collection of scientific publications and resources related to education, learning and the mediation of technologies and scientific production resulting from projects implemented, funded or co-funded by Ceibal Foundation and/or third parties. These cases will be duly regulated by the specific agreements to be entered into as part of each project.

The service will enable the preservation of and access to the body of academic and scientific work assembled by the Foundation, and it will make it possible to:





- (a) Increase the visibility, impact, appreciation and recognition of scientific and academic production on the 1:1 (one student, one computer) model (Ceibal Plan) in Uruguay and abroad,
- (b) Draw the attention of the national and international community (researchers, academics, teachers, educational policy makers and decision makers) to this topic and others related to the research lines established by the Foundation,
- (c) Improve the management, organization and preservation of digital information and documentation over the coming years.

3. IMPLEMENTATION

Ceibal Foundation implements an "Institutional Open Access Thematic Repository" called digital.fundacionceibal.edu.uy, and makes it available to the community. This allows:

- (a) The general public – with no restriction other than Internet access – to access and download ("make a copy of") the full text of any document published by the repository.
- (b) The authors to request the publication of their work with no other requirement than logging on to the system, agreeing to its terms and granting a non-exclusive distribution licence. This process does not require Ceibal Foundation's prior authorization.
- (c) The deposited material will be preserved in order to ensure its safety and availability.

These processes will be simple, effective and free of charge. They will be implemented while protecting the authors' intellectual property and promoting the proper use of the authors' rights and those of third parties such as publishers, academic and government institutions, companies, etc. The preferred publishing mechanism will be "Green Open Access": "self-archiving" by the authors.

In exceptional cases and with the author request, the staff in charge of service management can take care of the depositing process without completing open publication until the author provides his explicit consent and grants a non-exclusive distribution licence.

Ceibal Foundation is responsible for implementing and managing an infrastructure consisting of:

- (a) A management team especially trained for the tasks and by education specialists.





The management team will be responsible for managing the service, advising and supporting users, monitoring and enforcing this policy, checking and validating metadata and implicit quality criteria.

In addition, the publication of material of interest will be promoted, aiming at the visibility of its content through the repository.

(b) A specific software solution tailored to the needs and purposes of this policy which will facilitate publication, preservation, access, search, metadata management and interoperability mechanisms.

This solution is implemented in an IT environment that will provide information security, service quality and continuity, and the evolutionary development of the system.

4. DATA POLICY

Publication requests will be agreed to and favoured if the papers comply with the following criteria: the papers meet the relevance and quality criteria established, without the need for a formal relationship with Ceibal Foundation. The data policy seeks to ensure the quality of the material published. It is based on clear, explicit relevance criteria and suitable management processes supervised by specialists.

(a) the academic and scientific material that will be published must be directly or indirectly related to Ceibal Foundation's topics; namely, Ceibal Plan, 1:1 model in Uruguay, education, learning and the mediation of technology in those processes.

(b) The repository will accept documents (articles published in journals, presented at conferences, books or book chapters', undergraduate, postgraduate and other theses) which have been peer-reviewed, thus ensuring academic quality.

Incomplete documents (research in progress or drafts) and those published with limited organization and/or institutional support or self-published in *ad-hoc* media may be rejected.

Should two or more similar documents be submitted, the repository team reserves the right to select the one that has been published in the most visible or complete way and reject the others.

In the case of publications under an embargo by a publishing house or other institutions, the repository will accept the document, which will be deposited but will not be accessible nor visible to the public. A document in this situation will only be released to the public after the expiry of the embargo.





(c) The researchers, academics, teachers or other stakeholders involved in projects funded by Ceibal Foundation may be requested to publish the findings of their work on the repository, underwriting this policy and agreeing to the terms of service for the system. This requirement will be stated in all contracts and agreements formalizing a relationship of this nature between the interested parties and Ceibal Foundation.

(d) For the specification and management of metadata of deposited resources, the Dublin Core Metadata Vocabulary and Technical Specifications will be adopted. This version will be public and properly documented, and it will support existing recommendations and good practices in the field.

(e) Current mechanisms and standards will also be supported so as to facilitate interoperability between academic open access repositories, and agreements will be concluded with related repositories.

(f) Unless otherwise stated, only textual resources will be accepted in a digital format that will facilitate the preservation and distribution of works as widely as possible.

5. INTELLECTUAL PROPERTY

For publication on the repository, the authors must grant Ceibal Foundation a non-exclusive distribution licence on the work. The Foundation uses Creative Commons to manage licensing, intellectual property and copyright issues.

Appendix I includes the standard agreement to be signed between Ceibal Foundation and the authors for the publication of the work deposited.

Publication in the repository service will occur only when there is an affidavit by the interested party. While it is the responsibility of the authors to be aware of the status of their work in relation to these issues, the repository management team has been trained to advise interested parties and provide sources of information so that the process is completed with the certainty that neither their own nor a third party's rights are being infringed.

