

## Open Access Policy of the University of Latvia

University of Latvia adopts an open access policy based on OpenAIRE 2020, Horizon 2020 open policy frameworks, PASTEUR4OA “Open Access Policy Guidelines for Research Performing Organizations”, the Council of the European Union document “The transition an Open Science System” and the European University Association document “EUA Roadmap on Open to Research Publications” and the following:

### 1. General Principles

1.1. Open Access policy of the University of Latvia aims at providing free online access to the outputs of publicly funded research. This can be realized by two open access and hybrid models:

1.1.1. Green open access is self-archiving in a repository. Author publish the research results – digital version of peer-reviewed publication and related to it research data – in institutional or disciplinary repository openly accessible for everyone.

1.1.2., Gold" open access is – author publish research work ( an article ) in an open access journal or in a monographic series and retain the material copyright. These publications are openly accessible to users by the internet.

1.2. Open Access to scientific results provides the society with access to knowledge and provide practical benefits for social and economic development.

1.3. The efficient and wide dissemination of scientific outputs constitutes a significant part of the University of Latvia role as a public research organization.

1.4. The increase in the visibility of the scientific outputs resulting from Open Access leads to to the visibility of the institution, the researcher recognition, as well as an increase of the impact of publications.

1.5. Deposit in the institutional repository ensures curation, long-term preservation, and further dissemination and access of the scientific output of the University of Latvia, as well as for internal and external evaluation.

1.6. Authors' works are published in open access by using the *Creative Common CC-BY* license.

### 2. Definitions

2.1. A **Publication** is defined as the peer-reviewed published (or under publication) work of researchers based in the institution (article, monograph, book chapter, conference reports, conference presentations, doctoral dissertation, research report, data set).

2.2. A **Researcher** is any member of the research staff of the University of Latvia, of all levels and irrespective of their employment status.

2.3. A **suitable Repository** is one that provides Open Access to scientific results, enables citation through permanent identifiers (DOI or other) and provides qualitative metadata (including acknowledgment of research funding) based on accepted guidelines and standards. The repository is an important instrument of the institution's research system and evaluation process, which adds value to the scientific community.

2.4. The E-resource **Repository** of the University of Latvia is established according to international standards, containing digital content from various disciplines and providing advanced tools for search, navigation and Open Access to its digital collections.

2.5. **Depositing** (self-archiving) the publications and research data – inserting publications or research data into a repository without the intermediary of the publisher.

2.6. A **Digital copy** is the electronic copy of the publication in its final stage (either the author's final manuscript after peer review or the publisher's version).

2.7. **Research Data** is the data (such as statistics, results of experiments, measurements, observations, interview recordings, images, etc.) used to validate the results presented in scientific publications.

2.8. An **Embargo** is the period during which a publication can be 'closed' while deposited in the repository (i.e. the publication is not openly available).

2.9. **Metadata** are "data about data" and are used to search, use and management of the deposited item in the repository (indicatively: title of publication, author(s), institutional affiliation, name of journal where the publication has been accepted).

### 3. Policy

University of Latvia determines:

3.1. researchers to deposit in the institutional repository of the University of Latvia a digital copy of the full text, as well as the related metadata of all publications (author's final manuscript after peer review or publishers' final version) upon acceptance for publication.

3.2. the full text of all publications has to be made openly available upon deposit as soon as possible. In all cases, metadata should be openly accessible. For peer-reviewed publications, the deposited item can remain closed for up to 6 months (or for up to 12 months for publications in the social sciences and humanities). For monographs deposit remains mandatory, but access is closed until publisher embargo elapses.

3.3. to add the abstract of the publication in the case of 'closed' publications with the aim to increase their visibility.

3.4. for purposes of individual or institutional evaluation of the research output of the institution and its members, the University of Latvia will only consider as publications those whose metadata and full texts are deposited in the institutional repository according to the requirements stated above.

3.5. researchers to deposit the research data supporting their publications in the institutional repository or in any other suitable Open Access Data repository, as well as to retain ownership of copyright and to licence to publishers only those rights necessary for publication. This is possible through the use of addenda to the publishing contract. Templates are available at

<http://www.sparc.arl.org/resources/authors/addendum> and

<http://copyrighttoolbox.surf.nl/copyrighttoolbox/index.html>;

3.6. researchers to deposit in the institutional repository publications authored prior to the date of effect of the current policy and make them openly accessible whenever possible.

#### **4. Support and Monitoring of the Open Access Policy**

University of Latvia:

4.1. enables the adoption of Open Access through the organization of seminars, events, awareness raising actions, and education and training on Open Access issues;

4.2. monitors policy compliance by comparing the content of the repository with information gathered from indexing services and through data on the use (access and downloads) per publication/ department/unit/ institute etc.;

4.3. provides:

4.3.1. the necessary human resources and the required infrastructure for the support of the Open Access policy;

4.3.2. links and interoperability with other databases like Google Scholar or OpenAIRE infrastructure.