



MEMORANDUM OF UNDERSTANDING

Open Access Journal Hosting through the LibraryPress@UF with the George A. Smathers Libraries at the University of Florida

A. Parties.

The parties desire to promote effective scholarly communication that enables local control of intellectual assets, this Memorandum of Understanding memorializes the duties and responsibilities of the LibraryPress@UF, George A. Smathers Libraries at the University of Florida (“LibraryPress@UF”) as the publisher, and _____ (“Sponsoring Organization”) concerning the Sponsoring Organization’s use of the no-fee software, Open Journal Systems (OJS) or other journal management platforms for publication of _____ (“Journal”). OJS is a journal management and publishing system that is hosted by the Florida Academic Library Services Cooperative (FALSC), or its successor and assigns, and made available to University of Florida (“UF”) users through the LibraryPress@UF. Other journal management platforms can be discussed on a case-by-case basis.

B. Sponsoring Organization’s Duties.

The Sponsoring Organization will do the following:

- 1) At least one full-time member of the Sponsoring Organization must maintain a clear and direct affiliation to UF (e.g., publisher is a College, Department, Center, or other official unit of UF; chief editor is a UF faculty member, etc.). If that affiliation ends, an appropriate replacement UF affiliate must be found immediately by the Sponsoring Organization.
- 2) Be fully responsible for all aspects of the creation, transfer, and updating of Journal content.
- 3) Make all content available online and freely accessible to all under the terms of a Creative Commons license immediately upon publication.
- 4) Acknowledge that the LibraryPress@UF coordinates access to these services as an accommodation to the Sponsoring Organization and that the LibraryPress@UF shall not be liable for any damages, costs, or losses whatsoever arising in any circumstances from these services including, without limitation, damages arising from the breakdown of the technology, the failure to install upgrades, and difficulties with access.
- 5) Be fully responsible for the content and copyright management of the Journal and indemnify and hold UF harmless from any claims, losses, damages, or legal actions incurred by the LibraryPress@UF and arising from the content or dissemination of the Journal’s content.
- 6) Be fully responsible for completing the necessary additional documentation regarding any fees collection by the Sponsoring Organization for the Journal (e.g., printing fees in the case of hard-copy editions).

- 7) Grant the LibraryPress@UF the non-exclusive right to host the journal title on the OJS or another journal management platform and distribute electronically the Journal's content. This right does not include the right to sell the content or sell access to the content.
- 8) Be responsible for notifying the LibraryPress@UF if the publishing personnel or the Journal's UF affiliation changes.

C. The LibraryPress@UF's Duties

The LibraryPress@UF serves as one of the Journal publishers. In consideration of the Sponsoring Organization's duties, the LibraryPress@UF will provide the necessary systems and structures to make the content available online and freely accessible to all. The LibraryPress@UF will provide this hosting service free of charge.

Furthermore, the LibraryPress@UF will:

- 1) For Journals hosted on OJS only, in cooperation with FALSC as software host, strive, in the absence of unforeseen technical difficulties and routine maintenance, to provide 24/7 access to the Journal. At present, for Journals hosted on other journal management platforms, the Sponsoring Organization is responsible for directing technical queries to the platforms technical team directly.
- 2) For Journals hosted on OJS only, work with FALSC to ensure access to the appropriate OJS software, including timely installations of software upgrades, to establish a unique account for the Sponsoring Organization's Journal in the OJS site hosted by FALSC, and to assist in the development of a management plan to transfer existing Journal content, if applicable, to the OJS site. At present, for Journals hosted on other journal management platforms, the Sponsoring Organization is responsible for the management, and transfer of existing Journal content to that platform.
- 3) Use its best efforts to protect the content from damage, alteration, or defacement, and to maintain an archived version of the content in such form as may be used to restore the content to its original condition online in the event of such damage, alteration, or defacement. The LibraryPress@UF is committed to long-term digital preservation of all materials in UF-supported collaborative projects. Redundant digital archives, adherence to proven standards, and rigorous quality control methods protect digital objects.
- 4) Forward inquiries to Sponsoring Organization from users requesting additional rights than those codified by Sponsoring Organization. The LibraryPress@UF will not grant additional rights without the permission of the Sponsoring Organization.
- 5) Continue to host the Journal provided the editorship and/or other connection to UF (e.g., member of the editorial board or journal staff) remains as a local point of contact. In the event that no editors or other connection to UF remains, the LibraryPress@UF will collaborate with the editors to determine a new agreement to retain hosting or for transfer to new home institution and/or an outside service provider, in a seamless manner that does not impact access.
- 6) Conduct an annual informal review of the journal hosting partnership to ensure that the Sponsoring Organization and the LibraryPress@UF are fulfilling their respective duties and assess partner satisfaction with the arrangement.

- 7) Where applicable, the LibraryPress@UF will submit an application for ISSN/eISSN on behalf of Sponsoring Organization.
- 8) Where applicable, the LibraryPress@UF will submit applications for inclusion of Journal on digital archive and OA best practice organizations (e.g., DOAJ and CLOCKSS) on behalf of Sponsoring Organization.
- 9) Where applicable, the LibraryPress@UF will provide access to Digital Object Identifiers for new Journal content on behalf of the Sponsoring Organization.

Termination of this Agreement

Either party may terminate this agreement with at least 30 days' notice. In the event of termination of the hosting relationship, the LibraryPress@UF will cooperate fully and use reasonable efforts to provide a smooth transition of all necessary components of the archived content to another hosting service provider designated by Sponsoring Organization. However, the LibraryPress@UF reserve the right to make the content accrued during the time of this agreement available to users. In the event that the LibraryPress@UF can no longer offer this service free of charge, it will provide the Sponsoring Organization with at least six (6) months' notice and assist with the transition to another host.

This document shall be reviewed one year from the date of signing, and annually thereafter, to give both the Sponsoring Organization and the LibraryPress@UF an opportunity to revisit and revise both parties' responsibilities.

Signature (Authorized individual on behalf of Sponsoring Organization)

Signature (Associate Dean UF Libraries)

Name (please print)

Name (please print)

Telephone Number

Telephone Number

Email Address

Email Address

Date

Date

Signature (Dept. Chair or Equivalent
for Sponsoring Organization)

Signature (Dean UF Libraries)

Name (please print)

Name (please print)

Telephone Number

Telephone Number

Email Address

Email Address

Date

Date

The Sponsoring Organization wishes to have their journal hosted on OJS.
Yes or NO (circle one).

If no to the above, please state the name of the desired journal management platform

Services facilitated by LibraryPress@UF.

Please select all that the Sponsoring Organization would like to pursue.

- ISSN Application
- OJS Application [Not applicable for other journal platforms]
- DOI Registration with CrossRef
- DOAJ Application
- DOAJ Seal Application
- CLOCKSS Inclusion