

BRNO UNIVERSITY OF TECHNOLOGY

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GUIDELINE NO. 11 /2018

INSTITUTIONAL OPEN ACCESS POLICY TO SCIENTIFIC INFORMATION

Preamble

1. The Open Access to Scientific Information policy aims to provide free online access to the results of publicly funded research. This access to scientific information is based on the recognition of Transfer as a public good.
2. Effective and extensive dissemination of scientific results is an important unit of the activities of the BUT as a public research organisation.
3. Increased availability of scientific results through open access leads to increased societal impact of these results.
4. The open access policy at the BUT follows current trends and is fully in line with the National Strategy for Open Access to Scientific Information in the Czech Republic.
5. By storing publications in the institutional repository, the BUT ensures the care, long-term preservation and further dissemination of scientific results achieved at the BUT as well as access to them for the purposes of internal and external evaluation.
6. Open access to the results of scientific research contributes to faster information sharing, outreach and use, and thus to faster innovation.
7. The coordination of the policy of open access to scientific information and methodological support for the implementation of the policy is entrusted to the Central Library of the BUT.

Article 1

Definition of terms

1. Open Access is a model of scholarly communication that creates an alternative to the traditional way of publishing through paid-access scholarly journals. It aims at barrier-free, i.e. free and free access to information.
2. Publication means a peer-reviewed published work of BUT staff and students or accepted for publication. It includes journal articles, conference papers, monographs, book chapters, or other materials that are outputs of projects.
3. Most of the world's publishers of professional journals support open access through both the gold and green routes. The author is free to decide where to publish his/her results.
4. There are two ways to achieve the goals of open access to publications:

- a) **The green route** is based on the author publishing in the traditional way in a subscription-based journal and then depositing the author's version of the article in an open repository, depending on the publisher's and/or granting authority's policy
 - b) **The golden path** is based on publishing in peer-reviewed journals with immediate open access. Open access is provided by the publisher.
5. **The BUT Digital Library** is an open repository accessible from <https://dspace.vutbr.cz>, built on international standards. The BUT Digital Library is used for archiving and publishing metadata and digital copies of professional publications of BUT staff and students. The internal information system for the registration and storage of publications is IS Apollo.
 6. The digital copy of a publication uploaded to the repository may be in the version:
 - a) **A pre-print** is a manuscript sent to the journal editorial office before the review process,
 - b) **a post-print** or accepted manuscript is a manuscript accepted for publication, i.e. after peer review,
 - c) **the final PDF** or Publisher's PDF is the publisher's version of the article, complete with journal graphics, pagination, etc.
 7. **The embargo period** is the period of time specified by the publisher after which a publication deposited in the repository may not be openly accessible. The embargo period begins on the date of official publication.
 8. **Metadata** is the data used to describe, track, use and manage the items stored in a repository.

Article 2

Principles of open access to scientific information

1. Authors of publications, at their own discretion, upload a digital copy of the publication to the Digital Library via the IS Apollo application in accordance with the publisher's licence conditions. The author of the publication is responsible for compliance with the licence conditions.
2. Authors of publications try not to transfer copyright to the publisher and only grant the publisher the necessary Creative Commons public license, preferably a CC-BY license.
3. The Central Library provides methodological assistance in assessing licensing conditions.
4. Results published openly under Creative Commons license are uploaded to the Digital Library by the Central Library on behalf of the authors.
5. For the results created within the framework of those projects that have open publishing in their terms and conditions, the obligation to store the metadata and the digital copy of the publication in the Digital Library of the BUT according to the terms and conditions of the programme promoter, no later than on the day of publication, applies.
6. The author may archive all his/her verbal works in the IS BUT, not only those that meet the definition of a publication according to Article 2, paragraph 2.
7. The preferred format for digital copies uploaded to the BUT IS is PDF in PDF/A version.

Article 3

Final provisions

1. This Guideline shall enter into force on the date specified in its heading.

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