University of Wyoming OJS Policy and Agreement

Memorandum of Understanding for the Electronic Publication of *Journal Name*

This document contains the terms of service to be provided by the University of Wyoming Libraries ("the Libraries") to the editors of *Journal Name* ("the Journal"), and the obligations undertaken by the Journal in return.

Eligibility
The University of Wyoming Libraries offers OJS publication for UW faculty, staff, students, and associated groups. All journals and publications must maintain at least one active UW-affiliated member at all times.

Unless otherwise agreed, content both new and previously published will be published within OJS as fully open access and needs explicit, complete permission from the author(s) and any copyright holders to be accepted.

All new journal applications, regardless of origin at UW, are accepted at a discretionary basis by the University of Wyoming Libraries faculty based on its appropriateness for the platform, expected longevity, and contribution to academic and student engagement. If an application is not accepted, UW Libraries will attempt to find another suitable avenue for open publishing such as our Digital Collections repository on the JSTOR Stewardship platform.

Services Offered
When you publish with UW Libraries OJS systems, you can expect our team to do the following:

- Comprehensive journal set-up and customization process using available templates
- Ongoing maintenance of the publication site and any associated troubleshooting
- DOI creation and long-term archiving of the publication
- Open Access publication under a Creative Commons license
- Training on the OJS system for journal administrators and associated team members
- ISSN creation for your journal, pending approval by the Library of Congress which can take up to 8 weeks

Expectations of Users
Journal administrators, editors, and other associated staff are held to the expectation that they will perform all necessary workflow for content curation, review, and acceptance; UW Libraries are not responsible for the journal's content or content processes unless a technical difficulty arises. Expectations of journal staff are:

- Learn and participate in the OJS workflow process

- Manage all submissions, review processes, and submissions for items
- Creation and maintenance of organized issues and their associated content including covers if desired
- Recruiting, onboarding, and managing journal staff and their roles (reviewers, copyeditors, etc.)
- Communicating to UW Libraries any changes needed to the journal
- Advertising or otherwise gaining readership and authorship of the journal

Content Supported
The OJS system is built primarily for text-based submissions such as scholarly articles, but can host other types of content including images and figures. Please note that media files such as video are accepted but do not support streaming; users must download those items to view.

Fees
Currently, the fees for OJS hosting and publication at UW is provided by the UW Libraries and the Libraries will do so as long as it is able. It is not guaranteed that the Libraries will always be able to pay these fees. PKP charges the Libraries an annual fee of $1,500 and each DOI minted costs $.25. DOIs for retroactive content cost $1.00 each. Please note that we cannot anticipate any future changes to potential costs for hosting a journal, but will communicate any changes to all journal administrators as soon as possible if they arise.

Copyright and Open Access Information
All OJS journals hosted by the University of Wyoming Libraries are published as fully open access, unless otherwise agreed. We recommend using Creative Commons licenses, defaulting to CC-BY 4.0 unless otherwise requested during the onboarding process. All Creative Commons license options are available, and can be chosen during journal setup. Please note that this license choice is a global for all published submissions to the journal.

All items and submissions within a journal must be able to be published as open access, and have the full permission of the author(s) and any other copyright holders. This includes if an item has been published elsewhere previously. It is the responsibility of the journal administrators and submitting authors to ensure their work is compliant with open access.

Service Name and Internet Hosting
- Unless otherwise arranged, the journal will be assigned a URL path for publication. The Libraries will provide Internet hosting for any site name selected by the Journal within the domain journals.uwyo.edu/*yourjournalname*
- The Libraries will ensure that the selected path name for the URL will be used as the URL for the journal's Web site.

Migrating an existing OJS journal to UW

In the event of a journal looking to host with UW is already using an existing instance of the OJS platform, special migration policies are available. Depending on the journal's content, UW may either manually migrate the journal with the help of the existing editors, or pay a fee as funds allow for the full migration to be handled by PKP. In either instance, migration will include the full journal content, including issues, associated logos, journal settings, themes, and user data. Requirements to begin a migration include having no submissions or issues in progress; a content freeze must be in place prior to the start date of the migration.

If the journal wishes to keep its original URL and Domain, responsibility for maintaining these holdings and the fees associated are the responsibility of the journal editors, not the Libraries.

Termination or Migration of Journal from UW

There are two ways that a journal can be terminated from hosting by UW:

- No new content published to the journal in 1.5 years
- The journal is no longer affiliated with at least one UW member, and proper steps to work with UW OJS administrators to ensure continuation were not taken

Conditions:

- If a journal has not received new published content **within one year**, a notice will be sent out to journal administrators with **a deactivation notice pending no new content within six months of the notice being received**.
    - If no additional content is published within that time frame, the journal administrators will be contacted about the deactivation of their journal and to discuss archival options at that time.

- In the event of a journal losing all UW affiliated members, continuation of hosting of the journal will need to be discussed with the UW OJS administrators.
    - **It is your responsibility to notify UW within 90 days if the UW journal sponsor is planning to leave. The more time given, the better chance that UW can work with you to keep your journal running, but we cannot guarantee continued hosting without at least one UW affiliated sponsor.**

Migration and Archiving:

- If the journal is planning to cease publication entirely, indefinite archiving with UW may be a possibility; options can be discussed on a case-by-case basis

- If the journal wishes to migrate to a different OJS hosting institution, this process needs to be initiated from the new institution; UW will assist as able and necessary to migrate the content to the new host platform
    - UW will not cover any costs incurred from the migration off our OJS systems

Legal Terms

- The University does not waive its sovereign immunity or its governmental immunity by entering into this Agreement and fully retains all immunities and defenses provided by law with regard to any action based on this Agreement. Any actions or claims against the University under this Agreement must be in accordance with and are controlled by the Wyoming Governmental Claims Act, W.S. 1-39-101 et seq. (1977) as amended.
- Journal agrees to defend, indemnify and hold harmless the University and its public employees from any and all claims arising from the services performed under this Agreement or related to this Agreement.
- The Parties hereto agree that (i) the laws of Wyoming shall govern this Agreement; (ii) any questions arising hereunder shall be construed according to such laws; and (iii) this Agreement has been negotiated and executed in the State of Wyoming and is enforceable in the courts of Wyoming.

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Cass Kvenild, Dean of UW Libraries Date

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Principal Editor _____ Date

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Principal Editor _____ Date