

# University of Ottawa Library Journal Services Agreement



This document outlines the roles and responsibilities of the Library and journals regarding use of the Library's open access journal services.

[Learn more about the Library's open access journal services.](#)

## Journal roles and responsibilities

- The journal is solely responsible for all aspects of editorial publication, including but not limited to getting authors' permission to include their material, selecting and editing content, and preparing and publishing content.
- Where required under the terms of the Copyright Act, the journal must obtain the written permission of the copyright owner for any third-party content used and supply copies of such on request to the Library.
- The journal grants the Library a perpetual non-exclusive right to reproduce, publish, archive, preserve, convert, transmit, distribute and communicate the electronic version of the journal.
- The journal will inform the Library of any change in its contact information within ten (10) business days.
- If the journal editorial group no longer includes at least one University of Ottawa-affiliated professor, the journal will find a replacement professor within 30 days or inform the Library.
- The journal will make every effort to publish new articles and issues according to its established publication schedule.
- The journal will inform the Library within 90 days if there are major anticipated changes to its established publication schedule.
- The journal will make every effort to insert Digital Object Identifiers (DOIs) in published articles for all bibliographic references with an available DOI.

## Library roles and responsibilities

The Library will:

- Make available to the journal a system for publishing its content online.
- Provide training and assistance in the use and configuration of this system.
- Assist in technical troubleshooting for this system.
- Assist the journal in applying for an ISSN for its online version, if required.
- Facilitate assignment of Digital Object Identifiers (DOIs) for articles published in the journal and cover all costs involved, if requested.
- Facilitate journal indexing in the local catalogue and on the Scholars Portal Journals platform.
- Assist in indexing the journal in the Directory of Open Access Journals (DOAJ).
- Facilitate the transfer of article-level metadata to DOAJ if the journal is successfully indexed.



- When possible, provide relevant information about training and professional development opportunities related to journal publishing.

### Cessation of service

Should the journal no longer wish to receive services from the Library, it must provide 90 days' written notice to the Library's journal services contact person (indicated below).

The Library will then cooperate with the journal and make a reasonable effort to ensure a smooth transition of content from the Library's system to another service provider designated by the journal, as needed.

The Library reserves the right to cease offering the journal services if the journal does not fulfil its responsibilities as outlined in this agreement and fails to remedy the breaches of its responsibilities within 90 days of the date of written notice from the Library.

### For the journal

Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### For the Library

Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_