Open Access Workshop

'Un-Report'

22nd March 2017, University of Glasgow Library

This 'un-report' provides an informal summary of the Open Access (OA) workshop held by teams involved in Open Access management at the University of Glasgow Library. The workshop objectives were to identify improvements to the open access process, share knowledge, and connect the actors who work in a range of teams across the library.
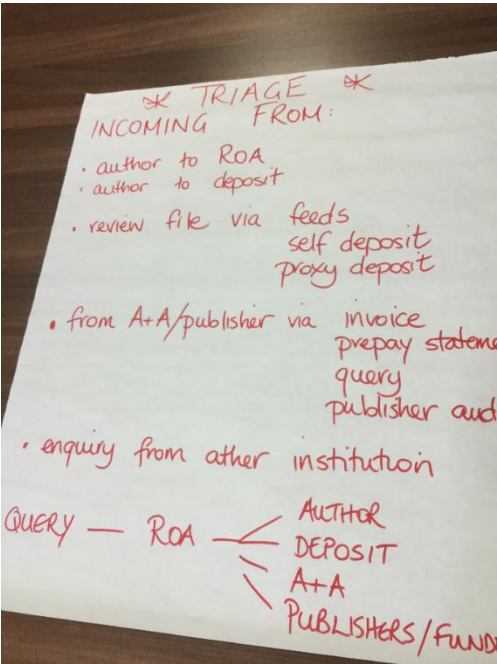
The workshop was highly interactive and feedback received indicated that it was extremely valuable and provided opportunity for a useful exchange of ideas.

Key Actions:

- Organise a workshop to look at the standard presentation and standard emails and how the points regarding **advocacy** can be reinforced via presentation and other means (VM)
- Include push for more Researcher OA **Champions** in next report to RPSC (VM)
- Find out status of other parties work on article and conference types (VM – CASRAI/UUK, ME – Eprints sites)
- Organise workshop to draft new local classification and guidelines on **article and conference types** (Is there a Volunteer to lead this?)
- Feedback to Publisher and Funder re Sherpa and Publisher sites – all can do this if specific issue found on Sherpa as there is a feedback button.
- Organise a **further event** like today (VM)
- Discuss and progress actions from today at next OA meeting (ALL)

| Concern	Action
Lack of information at initial contact	**Advocacy (TBD)**
Late Notification	**Push for more Researcher OA Champions (VM)**
Wrong licence selected	**Revisit standard emails and update (TBD)**
Obtaining author final version	
Embargoes and licencing	
Confusion over article and conference types	**Define types locally (TBD)** **Consult third parties (VM)**
Sherpa/Publisher site out of date/ambiguous	**Feedback to Funders/Publishers (ALL)**
Duplication and communications issues within library	**More discussion and sharing of process and concerns – like today (TBD)**

	Use of shared OneDrive documents to log concerns to discuss at meetings and share information. (ALL) Shadowing/process sharing/training (TBD) Data dictionary/data system review (ME/MD) Batch editing (ME) Standard publisher field – find out what is being done by standards groups. (VM)
Inconsistency of publisher and funder processes causes confusion and delay Incorrect details on invoice Publisher not specified Publishers not responding Wrong licence selected Published not yet OA	Speak to publishers direct as opportunities arise – use OA actors, other library staff who meet with publishers - (TBD) Liaise via Universities UK OA Efficiencies Group (VM)
Support for honorary/affiliates/left	Ask senior management for view. (TBD)

PAIN POINTS

- — LACK OF INFORMATION AT INITIAL CONTACT — DEFINE
- — WHAT TYPE OF CONFERENCE ITEM — ADVOCACY
- — LATE NOTIFICATION — ADVOCACY
- — SHERPA/PUBLISHER SITE OUT OF DATE OR AMBIGUOUS

GREEN

1, Obtaining AFV !!! — ADVOCACY / DEFINE TYPES FILTER
- authors don't respond / need prodding
- confusion about versioning / terminology
- time-consuming & clunky
- time pressure (3-month window)

2, Embargoes & Licensing !!! — ADVOCACY
- funder & REF compliance — Disappointing for authors
- CC BY - .. - .. ?

3, Incomplete info at acceptance — ADVOCACY
- funding info ***
- item type

COMMS WITHIN LIBS

COST RECOVERY - EACH PROCESS IS DIFFERENT - FULL NEEDS TO BE PAID BEFORE PUBLISH *

inconsistency of publishers & funders

GOLD. A+A — SPK TO PUBLISHERS - direct - UNK

GET EMAIL FROM ROA WITH ENLIGHTEN ID No. AND FUNDING DETAILS.

INCORRECT DETAILS ON INVOICE *
PUBLISHER NOT SPECIFIED *

- Sometimes Publisher not specified - Need to Google to find.
- Add to spreadsheet.
- Create folder for every individual enlighten No under Publisher in Supportworks -
- Contact Publisher - Start Process/ Prepay /Invoice etc

PUBLISHER NOT SO KNOWN / SINGLE LICENCE SPECIFICATION *

Pay Invoice .. (CHECK LICENCE) SPK TO PUBLISHER
Contact Author to say paid
Update Enlighten with Invoice /Payment Details.

Join up OA/ Payment
SPK TO PUBLISHER FOR LIBRARIAN
GIVE US CC-BY
Use One Drive/ emails to share issues

ENLIGHTEN

UPDATING THE RECORD - CHECK FOR DUPLICATES,
CHECK ROA TO SEE IF PUBLISHED
CHECK ROA EMAIL FOR ADDT'L DETAILS
ADD TO 'SHELF' FOR TRACKING

❗ CONTACT A+A IF PUBLISHED, NOT YET OA OR INCORRECT LICENCE

PUBLISHED, NOT YET OA *

* NATURE - TOTAL EMBARGO ON METADATA.

Other

OTHER

Advocacy

Pre-submission

NEW STAFF EVENTS

RESEARCH ADMINISTRATORS   OA — HIGHER PREFERENCE

NOT REFLECTED / UNDER VALUED

How to get authors to ask about what they don't know.

KEEP IT SIMPLE ❗

Search by ENLIGHTEN / Invoice no / transaction no

Systems

DUPLICATION / STAFF RESOURCE TIME?

who adds what & where?

= CHAMPIONS

= PROCEDURES / TRAINING EXPLAINED

SHADOWING IN LIB

= REVIEW OF ALL AREAS REGULARLY

Public Access

REVISIT EMAIL

Reports

Case numbers missing from system - eg Reconcilliation MANDATORY FIELDS *

Diverse needs / usage. * UNDERSTANDING *

= COMMUNICATION
= DATA DICTIONARY

Flipchart 1

Pub. in Writing   Oral   Abstract/poster
                                        pub. in writing

Conf. proc.   Conf. pres   Conf. abs.
                     /Workshop   /poster
                     item

REF. comp. poss.   OREF ———→
an issue

available in   if delivered   if in
wr.   writing

Flipchart 2

TYPES

ARTICLE
CONFERENCE PROCEEDING
CONFERENCE ITEM (not necc. to make all public?)
CONFERENCE ABSTRACT
REVIEWS
COMMENTARY
REPLIES
ERRATUM corrected
LETTERS
CONFERENCE ABSTRACT
PUBLISHED AS ARTICLE

POSTER
EDITORIAL
COMMISSIONED
INVITED

Flipchart 3

ARTICLE | CONFERENCE
                 |
- REVIEW | -* PAPER (PROCEEDING)
                 | - ABSTRACT
-                | - POSTER FEES
                 | Item   - WORKSHOP
                 | - PRESENTATION
                 | - KEYNOTE

ARTICLE (NOT REF)
- ERRATUM
- CORRIGENDUM
- EDITORIAL?
- LETTERS
- PREFACE / INTRODUCTION