LSBU Open Access Policy July 2023

## Background

*London South Bank University is committed to sharing the fruits of its research with individuals, communities and businesses in the wider society, as well as to the global academic community. Academics, students, funders and the wider public are increasingly expecting free and unrestricted access to research publications. To further its intellectual capital and meet expectations, research publications and other outputs, and their associated data, created by LSBU staff will be made available on an open access basis wherever possible.*

This policy was adopted by the University’s Research Committee on 21 September 2022.

# Open Access Policy

1. London South Bank University confirms the current practice that members of staff own the copyright to their Scholarly Materials, as defined in its Intellectual Property Policy.
2. Upon acceptance of publication each staff member with a responsibility for research agrees to grant LSBU a non‐exclusive, irrevocable, worldwide licence to make manuscripts of their Scholarly Materials publicly available under the terms of a Creative Commons Attribution (CC BY) licence or a more permissive licence.
3. After granting the licence each staff member with a responsibility for research will deposit an electronic copy of the accepted manuscript (AM) of each output at no charge in the relevant university system in an appropriate electronic format (such as PDF).
4. Library staff will curate the AM in a digital repository, with article metadata usually available immediately upon deposit and the AM being made accessible to the public on the date of first online publication (or the conference end date for conference proceedings) under a Creative Commons Attribution (CC BY) licence.
5. This policy applies to all Scholarly Materials authored or co-authored while the person is a staff member of LSBU, and includes any third party content where rights in that content have been secured. Any output submitted, or accepted, for publication before the adoption of this policy are exempt. Academic and research staff are encouraged to share other outputs on the same basis as their Scholarly Materials.
6. This policy only applies to first copyright in authored research publications. It does not extend to other Intellectual Property Rights (IPR) in research, which is already covered in the University’s Intellectual Property Policy.
7. The University recognises that there may be situations beyond a staff member’s control where it is difficult to follow this policy exactly. In this case it will be permissible for staff to voluntarily opt out of the requirement for immediate open access upon publication, or the assignation of a CC BY licence (though this may cause the research output to be non-compliant with funder policies). To opt-out we simply ask authors to contact the Open Access Team with details of the publication.
8. Research degree students will add their theses to the relevant system, subject to the relevant academic regulations, for openly sharing via the repository. Students are invited but not obliged to deposit peer-reviewed publications for sharing, as are Professional Services staff.
9. Staff and research degree students are required to have an ORCID identifier, which will allow better linking of outputs and their creators. LSBU provides an integration with ORCID to allow the easy creation or claiming of an account, and automatic update of ORCID accounts with new information when such permission is given.
10. All research outputs should use “London South Bank University” in the affiliation, either alone or in conjunction with an organisational unit such as School or Research Centre. This will enable the university to receive full credit for research covered in bibliometric activity related to research assessment exercises, league tables and other purposes.
11. This policy is effective from 1 July 2023 until it is superseded.