

## Checklist Big Deals and Open Access clauses

### Towards negotiations and establishing work processes

Netherlands UKB Working Group Implementation Work Processes Open Access

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I	Making AGREEMENTS	What	Note
1	Open Access model	100% (unlimited) Fixed growth Spend/APC Discount only Mixed	Please avoid voucher model, given the administrative complexity involved
2	Journal Title List	Draw up list of which journals are involved in the Open Access deal	
3	Article Types	All (in 100% deal) Or: <i>OriginalPaper; ReviewPaper; BriefCommunication; ContinuingEducation; CaseReports.</i>	Also consider e.g. Letter to the Editor and Invited Letters. Ensure that these are published as Open Access in any event.  In principle, all kinds of articles in the Open Access deal.
4	Starting date	When will the Open Access component commence?	Negotiations often extend past the year boundary. The contract starting date will still remain 1 January in that case. If the workflow still needs to be established, then a date for an Open Access clause in future, allowing sufficient time to arrange work processes. If the publisher can arrange this, the publisher can provide access to all articles retrospectively from 1 January.
5	'License to Publish'	Preferably CC BY, preferably default CC BY	CC BY or CC BY-NC. Optionally CC BY-NC-ND
6	Default Open Access	Default Open Access	No opportunity to choose for authors
7	VSNU/UKB Reports	Monthly. Report structure: <i>Name of corresponding author; university; article title; DOI; clickable DOI; journal title; eISSN; print ISSN; OA license applied; date first published online; Journal APC; author email</i>	SVP Full report = entire report with all Open Access and Closed Access articles by VSNU (association of universities in the Netherlands)/UKB (Dutch National Libraries) corresponding authors, so the Open Access articles plus the articles turned down for Open Access to monitor the number of articles actually published in Open Access.
8	Penalty Clause	Integrate an incentive so that publishers are willing to ensure via a good website and workflow that e.g. x% of Dutch articles are immediately available in Open Access.	
9	Metadata	NISO standard	Thus making clear that article is also Open Access.
10	Institutions	Dutch universities	14 Dutch universities (including Open University)
11	Other institutions?	KNAW (Royal Netherlands Academy of Arts and Sciences) institutes as well?	

II	Work PROCESS	What	Note
1	Verification eligibility corresponding authors	Preferably done automatically at publisher's, e.g. via a. IP range; b. email domain; c. author fills in their research institute when submitting article.	In future, ORCID is desirable.  If there is UKB verification, then via: Open Access verification of contacts <a href="http://www.openaccess.nl/en/references/contacts">http://www.openaccess.nl/en/references/contacts</a>

		Standard list of names/data of institutions	If the corresponding author provides a Dutch university as affiliation, in principle the Open Access agreement is applicable.
2	<b>Submission</b>	Be able to indicate Open Access immediately during submission.	Preference for Open Access already at submission instead of after acceptance.
3	<b>VSNU/UKB Communication</b>	OpenAccess.nl where all deals are described: <a href="http://www.openaccess.nl/en/in-the-netherlands/national-agreements">http://www.openaccess.nl/en/in-the-netherlands/national-agreements</a> VSNU general info <a href="http://www.vsnul.nl/en_GB/openaccess-eng.html">http://www.vsnul.nl/en_GB/openaccess-eng.html</a>	
4	<b>Communication website publisher</b>	The publisher is responsible for findable, clear information for authors on the Open Access regulation on the publisher's website.  <ul style="list-style-type: none"> <li>- Public page with info on the Open Access deal on the publisher's website, to be furnished by the publisher.</li> <li>- Author's page (submission page) to be furnished by the publisher.</li> </ul>	Reference to OpenAccess.nl and VSNU <a href="http://www.openaccess.nl/en/in-the-netherlands/national-agreements">http://www.openaccess.nl/en/in-the-netherlands/national-agreements</a> <a href="http://www.vsnul.nl/en_GB/openaccess-eng.html">http://www.vsnul.nl/en_GB/openaccess-eng.html</a>
5	<b>Repository</b>	It should be possible to upload articles to the repository automatically	
6	<b>APC costs</b>	APC amount should be visible, but with the note that based on the deal for authors this no longer applies: Text: OA for Dutch corresponding authors with no extra costs	
7	<b>Branding VSNU/UKB funding</b>	Text on published article: <i>Open access funded by Dutch Universities</i>	
8	<b>VSNU/UKB Reports</b>	Reports can be sent to: <a href="mailto:OAdeals-lib@tudelft.nl">OAdeals-lib@tudelft.nl</a>	
9	<b>Monitoring/points for improvement</b>		

NB. Corresponding author = submitting author