

Principles

1. Freedom to exchange ideas and to publish acquired knowledge are fundamental to the purposes of a university. The motto of the University of Waikato, “Ko Te Tangata - For the People”, embodies its commitment to disseminating the fruits of its research and scholarship as widely as possible.
2. The University is committed to the concept of open access to knowledge through the deposit of full text, academic publications into the University’s digital repository, the Research Commons, wherever possible.

Scope

3. These guidelines cover refereed research articles, conference papers published in refereed proceedings and book chapters.
4. While these guidelines do not preclude such materials being deposited in the University’s digital repository, they do not cover books, popular articles, commissioned articles, newspaper and magazine articles, book reviews, fiction and poetry, encyclopaedia entries, ephemeral writings, lecture notes, lecture videos, or other copyrighted works.
5. These guidelines do not apply if promulgation of the item would breach a legal commitment by the University and/or the author.

Responsibilities

6. Unless agreed otherwise by the Deputy Vice-Chancellor, and subject to (8) below, all refereed research articles and conference papers published in refereed proceedings should be submitted for deposit in the Research Commons.
7. Unless their Faculty, School or Department has assigned the responsibility to someone else, authors themselves are responsible for submitting accepted manuscripts for deposit in the Research Commons.
8. The Library is responsible for managing the Research Commons. The Library will:
 - a) provide advice and assistance to authors so that they can submit their items in accordance with these guidelines as easily as possible.



- b) in each case check the policy of the publisher and apply an appropriate level of access (including embargoes where necessary)
 - c) ensure that each item is accurately described (generally and in terms of its relationship to the final published version).
9. Unless the publisher has formally imposed an embargo, the Library will set items in the Research Commons to 'Open Access'.
10. The Library and the Research Office will provide annual reports to the Research Committee on the deposits in the Research Commons by Faculties.
11. The Deputy Vice-Chancellor is responsible for overseeing the implementation and monitoring of these Guidelines and for their review every three years.