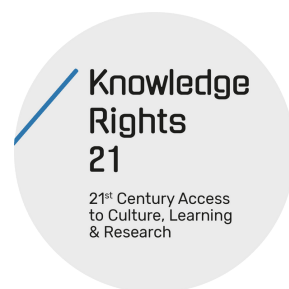


# Retain Your Rights!

## INSTITUTIONAL POLICYMAKERS 5 steps to implement an institutional rights retention policy

### CHECKLIST



#### STEP 1 WARM UP

- ✓ **GAIN A REGIONAL AND INTERNATIONAL OVERVIEW:** Get informed on the copyright framework, rights retention and open licensing policies and practices in your region and internationally, and the requirements of your national research funders. Seek to gain an understanding of the rights retention and open licensing practices, benefits, and challenges.
- ✓ **LEARN FROM OTHERS:** Connect with peer institutions to gather further insights about their experiences, good practices, and challenges. Consider initiating or joining a forum for idea exchange. Adapt good practices from successful rights retention and open licensing policies.
- ✓ **ZOOM IN ON YOUR INSTITUTION:** Evaluate your institution's structure and publishing practices. Analyse your institution's Intellectual Property, publishing or Open Access or Open Science policy, understand ownership and look at your employment contracts. Look at where your authors publish and check their guidelines and policies - and this includes your institution's publishers. Consult your collection and licensing teams who deal with read and publishing agreements. Search out your institutional publishing service providers, including university presses, and ask them about the publishers' agreements to streamline research publishing processes and ask them to favour open licensing and rights retention.
- ✓ **REVIEW AND SIMPLIFY:** Refer to strong resources and/or adapt or create resources whilst ensuring consistency with standardised terms. Streamline and simplify messages for clarity.

#### STEP 2 HAVE OPEN DISCUSSIONS

- ✓ **ENGAGE AND GET THE FULL PICTURE:** Develop an engagement strategy to involve those who will drive change in the area of rights retention and open licensing. Identify key stakeholders who have an interest in retaining publishing rights and in open licensing at your institution. For example, research or policy offices, VCs for Research and Education, research service support, legal services, university presses, other institutional publishers, unions and the library. Listen to their needs.
- ✓ **CONSULT WITH LEGAL:** Consult with copyright legal advisors to explore how to better guarantee more publishing rights for your authors/institution within the context of local rules and regulations by setting the terms and exploring how to make this stand clear to your publishers.
- ✓ **CREATE A STEERING GROUP:** Consider creating a strategic group to guide the process and ensure all key stakeholder voices are included and heard.

### STEP 3 BUCKLE DOWN

- ✓ **DRAFT:** Draft a policy by building on good practices and existing policies where valid, and involve representatives of key stakeholders in its development. Ensure it aligns with the goals and vision of the institution and with the institution's other related policies or national Open Science policies and strategies.
- ✓ **CO-CREATE:** Organise workshops for researchers and consult them to make your case, to hear their concerns, to fine-tune your proposal policy details. Use the opportunity to inform them on the issues of copyright, so their judgements are not led by misinformation or ungrounded concerns.
- ✓ **STANDARDISE YOUR LANGUAGE:** Work with peers, open access advocates and publishers to adopt consistent language around copyright and licensing terms. Follow national guidance if it exists. If it does not, explore how this could collaboratively be developed for the benefit of many in your country or region.

### STEP 4 GET THE BALL ROLLING

- ✓ **ROLL OUT STRATEGY:** Once the policy is finalised, design a rollout plan detailing how and when the policy will be introduced and implemented by whom.
- ✓ **SPREAD THE WORD:** Develop a communication strategy to inform all stakeholders about the new policy, its benefits, and how it affects them.
- ✓ **PROVIDE SUPPORT SYSTEMS:** Develop existing support services together with libraries where feasible to assist researchers with their practical questions - be they ethical, legal or technological.
- ✓ **OFFER CONSISTENT ADVICE:** Ensure research offices, university libraries, and academic departments use standardised language when advising authors on copyright retention and open licensing by using consistent messaging.

### STEP 5 KEEP TABS ON PROGRESS

- ✓ **SET THE POLICY GOAL:** What do you want to achieve with your policy? And consider how you can measure it.
- ✓ **SEEK FEEDBACK:** Set up mechanisms to gather feedback from researchers, faculties, and other stakeholders on the policy's impact and challenges face
- ✓ **REVIEW PERIODICALLY:** Regularly review and update the policy based on evolving needs, feedback, and changes in the broader academic and publishing ecosystem.
- ✓ **MONITOR COMPLIANCE:** Set up processes to easily monitor policy compliance and consider how to incentivise good practice.