

ANNEX OPEN ACCESS INSTITUTIONAL POLICY

RUO is the Repository of the Universidad de Oviedo designed to store, preserve, and disseminate the documentation produced in the scientific and institutional fields of UniOvi. It includes the bibliographic references of all the publications of the Teaching and Research Staff of UniOvi conducted in the exercise of their professional activity: scientific articles, books or parts of books, presentations at conferences, technical reports, and patents. Where permitted by law, RUO also provides access to the full text of works (which may be affected by rights assigned to publishers).

The pillars underpinning RUO's work are:

- the control of institutional bibliographic production;
- the preservation of all types of work produced within the framework of university activity;
- the protection of copyright;
- the dissemination of the work developed by teachers and researchers;
- compliance with the open access criteria required by the funding bodies of research projects (national and European);
- the use of standard supports and protocols that allow data interoperability with other repositories, metadata collection systems and even with other academic applications such as research or curriculum vitae management systems.

The repository currently organises its content into communities with specific characteristics.

External data collectors connect to the specific communities that meet their objectives.

- **Research:** community of free access to stored texts organised in university departments and with two specific collections to comply with current legislation, one for full-text doctoral theses and another with publications linked to funded research projects, which is periodically replicated in OpenAire, the European repository for this type of publications.
- **Academic papers:** collection of all types of student papers self-archived by the authors themselves. This community includes the Master's Thesis.
- Bibliographic Production of UniOvi - **RECOPILA:** database of bibliographic references of all the scientific production of the university teaching and research staff, with open access to the content only if the editorial conditions allow it.
- Digitised Bibliographic Heritage - **DigiBUO:** a collection of bibliographic holdings in the public domain, mostly digitised within the framework of projects financed by the Directorate General for Library Coordination of the Ministry of Education, Culture and Sport. These collections are replicated at national level in HISPANA and at international level in EUROPEANA.

ACCESS

Consultation of RUO is free and the temporary protection of files is universal (there are no exceptions related to user profiles or connection addresses).

RUO users (registered by default) are all those who have a valid @uniovi.es email account, validated against the institutional LDAP. This means of access allows them to self-archive their

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publications.

Own or external users can register with email accounts other than @uniovi.es to receive news and alerts related to the contents.

CONTENT MANAGEMENT

RUO allows two working procedures:

- SELF-ARCHIVING: any user with an active institutional email account can propose documents for dissemination through RUO. The University Library staff checks that the material is of scientific or academic interest and that the texts can be disseminated openly and completes the necessary data for the correct preservation of the archives.
- DELEGATED ARCHIVE: the library, through different procedures, uploads the information of the works of the authors of the University extracted from national and international bibliographic sources. Authors receive a message with a request for the version of the work that may be available in the repository.

To include open access to the full text of works, it is necessary to know both the versions of the same text authorised by the publishers and the embargo periods allowed by the funding bodies. Open access to the contents of publications in RUO must be conducted in compliance with the deadlines established by the legislation in force and by the calls for research funding. If the publisher establishes an embargo period, open access to the content of the article in the repository is delayed for the time required.

The following versions of a publication exist:

- Working draft, *draft*, or *discussion paper*.
- Version sent to the publisher, *preprint* or *submitted version*.
- Manuscript accepted and revised with the changes proposed by the editors, *post print*, *accepted manuscript*, *author's definitive version*.
- Final version, editor's version, *published version*, layout version with modifications and contributions from the editors (photos, graphics, etc.).

For the self-archiving policy of scientific journals, the teaching and research staff of the University can consult the following links:

Sherpa-Romeo <http://www.sherpa.ac.uk/romeo/index.php?la=es>

Dulcinea <https://www.accesoabierto.net/dulcinea/>

The Universidad de Oviedo recommends avoiding the total transfer of copyright when publishing a work, to allow its deposit in open access repositories. To this end, an addendum will be prepared which authors may attach when submitting originals (or manuscripts) for publication in scientific publishers.

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TYPES OF MATERIALS

RUO collects all types of digital materials in any digital format. Only files whose content is not relevant to the University's purposes are excluded from RUO. Efforts will be made to store files in formats that cannot be modified by end users.

Any type of resource generated by University staff can be disseminated through RUO (preprints, post prints, conference papers, working documents, teaching materials, learning objects, publications edited by the University, as well as documents and materials resulting from the institutional activity conducted by its centres, units, and services).

The Universidad de Oviedo also includes doctoral theses within the institutional scope of open access. Delegated archiving is conducted based on the data sent monthly by the Third Cycle Service.

The self-archiving of final degree theses is subject to the favourable report of the academic tutor and under no circumstances is there any embargo period.

To facilitate the deposit of published documents by the teaching and research staff, considering the editorial policies, copyright and intellectual property rights agreed with the publishers, the University Library makes available to them the following e-mail addressaccesoabierto@uniovi.es.

For more information, please visit our blog [Difunde UniOvi](#)