



KONINKLIJKE NEDERLANDSE
AKADEMIE VAN WETENSCHAPPEN

OPEN ACCESS AND DIGITAL PRESERVATION FOR KNAW RESEARCHERS



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Early in 2011, the Academy adopted a policy on open access and digital preservation for its research organisation. This flyer is intended to clarify matters for Academy researchers. The Academy requests its researchers

- to publish publications open access as far as possible;
- to digitally preserve research data and make them openly accessible as far as possible;
- to include a brief data section in every research plan.

Explanation of terms

- **open access:** provision of digital information in such a way that it is publicly accessible, free of charge;
- **digital preservation:** storage and provision of digital information in such a way that it can continue to be used in the future;
- **publications:** all published research results (for example articles, books, dissertations) or results published non-commercially (for example reports);
- **research data:** sources for research such as texts, measurements, audio or video files, or databases;
- **repository:** a digital location for storage of data and publications;
- **data memorandum:** a document that describes an institute's policy for dealing with research data, for example what must (or what need not) be digitally preserved and made openly accessible.

KNAW policy on open access and digital preservation

	Publications	Research data
Brief outline of policy	All Academy publications are basically made publicly accessible within eighteen months after publication.	All Academy research data is stored sustainably and made publicly accessible unless there are serious reasons for not doing so (those reasons are set out in an institute's data memorandum).
What to preserve digitally?	All publications, preferably the publisher's version, otherwise the final author's version.	All research data, unless the data memorandum stipulates that this is not necessary.
Where to preserve digitally?	In the Academy publications repository.	In a data repository that complies with generally accepted standards, for example the Data Seal of Approval.
When should material be uploaded to the repository?	Preferably immediately after the publication has been accepted, but no later than the official publication date.	Preferably immediately after the dataset is complete, but no later than when the research is completed.
What material should be openly accessible?	All publications are available within the Academy. Outside the Academy, the following exceptions are possible: <ul style="list-style-type: none"> • The publisher does not approve open access. The researcher retains the correspondence with the publisher. • The management of the institute chooses a publisher that applies a longer embargo period. 	All research data, unless the data memorandum stipulates that this is not necessary.
When should material be made openly accessible?	Preferably immediately after it has been accepted. An embargo of at most eighteen months after publication is possible (to be determined by the management of the institute).	Preferably immediately after it is deposited. An embargo of at most eighteen months after conclusion of the research is possible (if stipulated in the data memorandum).
Metadata	All metadata is made accessible.	All metadata is made accessible, unless the data memorandum stipulates otherwise.
Block on access	Publications or data whose public nature is disputed can quickly be made non-accessible by the repository administrator.	

TIP RoMEO is a website that indicates whether the publisher's or the final author's version of an article can be stored in the publications repository (RoMEO calls the final author's version the 'post-print').

NOTA BENE To digitally preserve data does not mean that there is also automatically open access to that data. That can be indicated when the data is stored.

Every research plan should have a data section

The Academy requests that the research plan for each new research project should include a brief section stating how the data produced or collected during the project will be dealt with. This makes it possible to take account of reuse at an early stage.

Incentive budget for publications and data

The Academy has made budget available to encourage Academy researchers and institutes to make their publications and data openly accessible. The relevant procedures are explained on the Academy's intranet.

More information

- Consult the Academy's intranet.
- Consult the contact person at your own institute.
- Contact Rik Janssen, policy adviser and contact person for open access and digital preservation at the Academy.