

## **OPENED@UCL: UCL OER REPOSITORY POLICY**

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[OpenEd@UCL](#) is a pilot OER repository which seeks to make publicly and openly available the teaching and curriculum materials produced by staff across all departments at UCL. The policy will consider the practical, technical, and legal considerations of this open education activity, and offer guidelines for submission, quality assurance, metadata and content requirements, management, and long-term preservation.

### **ELIGIBILITY (CONTENT)**

OER objects eligible for deposit must/be:

1. Teaching/educational material which is produced by UCL staff or students
2. Deposited by current UCL member(s)
3. Include no personal data within the content
4. Include no third-party copyrighted material, unless permission has been obtained
5. Contain one or more 'full text' files
6. Described accurately, informatively, and contextually for target audience
7. Assigned a CC licence; the Creative Commons Attribution-ShareAlike 4.0 International Public Licence (CC BY-SA 4.0) is recommended
8. Version control, where the most recent version stays always fully open

### **ELIGIBILITY (PEOPLE)**

UCL staff and students, by consultation with the project team, are eligible to deposit OER in this pilot phase.

### **DEPOSIT**

The deposit of OER is mediated by the project team. See Appendix I for the full Deposit Agreement with standard terms which must be agreed to by depositors before content is uploaded.

### **METADATA**

See Appendix II for the OpenEd@UCL metadata schema; this information must be embedded within the OER and added to the repository. The project team will provide and develop keywords, in conjunction with partner depositors.

### **QUALITY ASSURANCE**

All OER meets the teaching standards criteria set by UCL's Quality Review Framework. Quality of the OER as a searchable, open, and re/usable digital learning object is assessed through discussion on metadata, copyright, and licensing, between the project team and partner depositors.

### **PERSISTENT IDENTIFIERS**

The repository identifier (URI/URL) is unique and valid for the lifetime of the repository.

### **DISCOVERY**

The repository UI offers filtered search and browse options by a number of entry points. This includes full-text search options by Document, Title, Description, Tags, Date added, and Advice for reuse. Filtered search options allow the user to search by Item type, Resource, Collection, Viewing permissions, Type, and whether the retrieved records must fulfil all or any of the selected conditions. The results can also be ordered in different ways such as by Year (recent or latest first), Author name, or Title. Finally, it is possible to browse items by Year, Author, Tags, or University structure (department).

We will invite author keywords (tags) at deposit, and will keep that policy under review, working in conjunction with our depositors.

## **RE-USE**

Uploaded files are openly available for re-use under the CC BY-SA 4.0 licence. To acknowledge or cite OER from OpenEd@UCL, the following text must be added derivative/shared works:

*Attribution: [Adapted/copied] from the "[document title]" document by [Author name] (UCL), which is licensed under the [CC licence with hyperlinked information\*].*

\* [CC BY-SA 4.0](#) is recommended

## **STATISTICS**

Basic download stats, such as number of views and number of downloads, are captured and can be shared with depositors on request.

## **STORAGE**

Storage processing and maintenance is arranged by the hosting service, ePrints.

## **RETENTION**

There are no formal retention policies during this pilot phase.

## **PRESERVATION**

Uploaded files will remain accessible for the lifetime of the OER project, following which, all content will be transferred to UCL Discovery.

## **SUPPORT MODEL**

The OER project team supports depositors and end-users, and liaises with the host as appropriate. Users seeking support to create OER are referred to the relevant UCL team.

## OER DEPOSIT AGREEMENT

Required information	
Author/owner name	<i>Copyright holder name</i>
Author/owner email	<i>Copyright holder email</i>
UCL staff/student no.	<i>Depositor staff/student no.</i>
OER title	<i>OER title</i>
Date created	<i>Date of creation</i>
Description	<i>Contextual description of the resource</i>
Keywords/tags	<i>Keywords that are relevant to academics in the field</i>
Subject	<i>Subject</i>
Author/owner department	<i>Copyright holder department</i>
Version	<i>Version number</i>
Comments	<i>Optional</i>

Users should be aware that OER deposited in the OpenEd@UCL repository will be made publicly available online. Such online availability ensures maximum visibility and access to UCL OER. However, there may be circumstances where it is not possible to give permission for online access, for instance for reasons of commercial confidentiality or conditions imposed by sponsors. For further information, please contact the project team ([oer@ucl.ac.uk](mailto:oer@ucl.ac.uk)).

If you believe you have a legitimate reason to request the removal of an item in OpenEd@UCL (relating, for instance, to issues with intellectual property, copyright, publishers' rules, third-party copyright, moral rights or other legal issues), please e-mail the following details to [oer@ucl.ac.uk](mailto:oer@ucl.ac.uk):

- bibliographic details of the material, including the full URL
- the nature of your complaint and action required
- if your complaint or request relates to copyright or related rights, confirmation that you are the rights holder or affected subject, or an authorised representative of the rights holder or affected subject
- your contact details

We will acknowledge receipt as soon as possible. Where the grounds for complaint appear to be reasonable, we will temporarily remove the material in question, pending further investigation. If the complaint is found to be legitimate, the material will be permanently removed from the repository.

## ACCESS PERMISSIONS AND TRANSFER OF NON-EXCLUSIVE RIGHTS

By giving permission you understand that your OER will be accessible to a wide variety of people and institutions - including automated agents - via the World Wide Web. Once the Work is deposited, a citation to the Work will always remain visible. Removal of the Work can be made after discussion with the OER team, who shall make best efforts to ensure removal of the Work from any third party with whom OpenEd@UCL has an agreement.

I understand the OER listed on this form will be deposited on OpenEd@UCL, and by giving permission to UCL to make my OER publicly available, agree to the following:

- I am the Author and have the right to deposit.

- I agree that the OpenEd@UCL administrators or any third party with whom OpenEd@UCL has an agreement to do so may, without changing content, translate the Work to any medium or format for the purpose of future preservation and accessibility.

- I understand that the rights granted to OpenEd@UCL through this agreement are entirely non-exclusive and royalty free and that I am free to publish the Work in its present version or future versions elsewhere.

(Please tick **one** box to indicate if you wish UCL to make your thesis available online)

I give UCL permission to make my OER publicly available <b>online</b> under a <a href="#">Creative Commons Attribution-ShareAlike 4.0 International Public Licence</a> .	YES <input type="checkbox"/>
	NO <input type="checkbox"/>

## INCLUSION OF COPYRIGHT MATERIAL

To be completed for all submissions

If your OER contains material where the copyright is owned by someone other than yourself (third party copyright material) you will need to obtain permission from the copyright holder before it can be made publicly available on OpenEd@UCL. For further information on including copyright material in your OER please see the UCL 'Using copyright materials in your own work and in teaching' web page at: <http://www.ucl.ac.uk/library/copyright/using-copyright-materials-own-work> and the 'Copyright for E-learning' webpage at: <http://www.ucl.ac.uk/library/teaching-support/support/copyright-elearn>.

You must obtain and store the necessary permissions to reuse third-party copyright material, if applicable, before uploading your OER.

Please indicate below which situation applies (*Please tick **one** box*)

There is no third-party copyright material in my OER.	<input type="checkbox"/>
I am using third-party content under the terms of its designated licence, e.g. a Creative Commons licence.	<input type="checkbox"/>
I am using third-party content and I have gained the permissions necessary to make my OER publicly available <b>online</b> . I am responsible for storing these permissions and can make them available if needed.	<input type="checkbox"/>

## WARRANTIES

I agree as follows:

- That I am the author or co-author of the work and have the authority on behalf of the author or authors to make this agreement and to hereby give the OpenEd@UCL administrators the right to make available the Work in the way described above.
- That I have exercised reasonable care to ensure that the Work does not to the best of my knowledge break any UK law or infringe any third party's copyright or other Intellectual Property Right.
- The administrators of OpenEd@UCL do not hold any obligation to take legal action on behalf of the Depositor, or other rights holders, in the event of breach of intellectual property rights, or any other right, in the material deposited.
- That I attribute a [Creative Commons Attribution-ShareAlike 4.0 International Public Licence](#) to my OER which allows for re-use where I am attributed as the Author and modification/adaptation of the original Work.

<i>Type full name</i>	<i>DD-MM-YYYY</i>
Electronic signature (Author)	Date

## APPENDIX II

Here is the metadata schema for the OpenEd@UCL repository:

- Populated automatically
- Mandatory for each resource/collection
- Required only if certain other criteria are met
- Optional/additional information

METADATA	VALUE (EXAMPLE IN GREY)
File name/extension (tech info)	File name including extension
URI (Uniform Resource Identifier)	<a href="https://edshare.gcu.ac.uk/id/eprint/3303">https://edshare.gcu.ac.uk/id/eprint/3303</a> - leave blank for now
Date deposited	E.g. 18 Dec 2017 10:30
Depositing user	Name of depositor (inc. URL link to staff IRIS page/ORCID ID)
Publisher/institution	UCL
Contact	Institutional email address
Last modified:	E.g. 26 Jan 2018 11:44:00
Terms for use / licence	CC BY-SA 4.0
Creator/author	Name of owner/creator (inc. URL link to staff IRIS page/ORCID ID)
Date created	Date the original resource was created
Title	Title information
Description	Contextual information describing the resource, what is contained within it, and how it is to be used
Keywords/tags	To improve discoverability?
Copyright holder - if not creator/author	Author/creator (inc. URL link to staff IRIS page/ORCID ID if applicable)
Third-party content statement	Any third-party content? If yes, indicate where/ what, and if permission for reuse has been sought)
Version	Version number if not 1
Media type	Video, document, audio, presentation slides, exam paper, handout, etc.
Contributing author	Authors of previous versions of OER, if re-using
Subject classification	Subject/LOC or UCL classification?
Project/course title or subject heading	What module or programme does this resource fall under?
Intended user/audience	History researchers, A-Level students, etc.
Level	Undergraduate (UG) postgraduate (PG), which year of study?
Educational use	For example, what learning context/environment is needed: individual or groupwork?
Activity type	For example: active, mixed, etc.
Geographic location	If created off-campus / field-work?
Language - if not English	French, etc.
Related content	Can link to relevant course pages or other OER in the repository
Software requirement	What software does the user need to access/open the material, and where can they download this <u>IF NOT ALREADY AVAILABLE ON UCL SYSTEMS?</u>
Media length	Amount of time required to get through video, presentation, etc.
Comments	Any notes or additional comments on the file? Attributor/third-party info? Are the files editable?