**Memorandum of Understanding for Open Access Journal Hosting**

The [name of library] (hereafter “the Library”), as part of its commitment to advancing academy-owned, open access publishing initiatives at [name of campus] (hereafter “the University”) and within the California State University (CSU) system, is pleased to facilitate online hosting and provide distribution support to the [journal title] (hereafter “the Journal”).

This memorandum of understanding (MOU) is intended to articulate and memorialize the commitments of the Library and the Journal’s sponsoring organization, [name of sponsor] (hereafter “the Sponsor”). As a prerequisite for this MOU, the Sponsor has demonstrated a current and ongoing affiliation with the University.

**Sponsor’s Warrants**

The Sponsor warrants that it has full and exclusive authority to publish the Journal and all content therein, as well as full and exclusive authority to enter into this MOU with the Library. The Sponsor further warrants that the content supplied does not violate or infringe the law or the rights of any third party and, specifically that the Journal contains no matter that is defamatory or that infringes any literary or proprietary rights, intellectual property rights, or rights of privacy.

**Commitments and Duties**

The parties agree to the following:

1. The Library:
   1. liaises with the CSU Office of the Chancellor (CSUCO) to create and maintain a standalone instance of Open Journal Systems (OJS) for the Journal, which will enable a custom domain name;
   2. creates a journal manager OJS account for the Sponsor’s designated representative and provide platform training on an as-needed basis;
   3. communicates to the Sponsor’s designated representative any unforeseen technical difficulties and routine maintenance that may temporarily disrupt online access to the Journal content;
   4. endeavors, in the event the CSUCO discontinues support for OJS, to facilitate uninterrupted access via a smooth transition to another hosting solution that will enable free-of-charge, online access to the Journal content;
   5. maintains a DataCite and/or CrossRef subscription and take responsibility for minting DOIs for the Journal content, including associated fees;
   6. encourages the Sponsor to ensure that links to related grants and datasets are provided in the article and adds these to the accompanying metadata as needed;
   7. liaises with the CSUCO to implement preservation services and enhance discoverability of journal content as resources allow; and
   8. provides consultative support to the Sponsor’s designated representative on matters related to ISSNs; copyright and licensing; author permissions; indexing (e.g., DOAJ, EBSCO, ProQuest, Scopus, Web of Science), DOIs, name registrars (e.g., ORCID); and analytics (e.g., PlumX Metrics, Google, Web of Science, Scopus).
2. The Sponsor:
   1. designates a representative to liaise with the Library and serve as the journal manager within OJS as well as any subsequent hosting platform;
   2. grants the Library a nonexclusive, irrevocable, worldwide license to disseminate electronically the Journal content moving forward, free-of-charge, with appropriate creator attribution, and subject to any licensing restrictions;
   3. takes full responsibility for managing the publication of the Journal, including but not limited to appointing editorial board members; determining journal policies and licensing recommendations; soliciting manuscripts; facilitating peer review; copyediting and typesetting content; and upholding academic integrity standards;
   4. reminds authors to comply with funder open data requirements and embed links within the submitted article to any related grants and open datasets;
   5. ensures that all contents provided for publication, including article files and related datasets, are fully compliant with accessibility standards (WCAG 2.1, CSUCO 1111) and linked open data standards (clearly displaying ORCID iDs and DOIs, when applicable);
   6. assumes full and sole responsibility for securing from authors publication agreements that unambiguously grant the Sponsor sufficient rights to enter into this agreement with the Library, preferably by means of requiring authors to agree to a Creative Commons license;
   7. maintains records of all author publication agreements as well as third party permissions to reproduce, distribute, and/or otherwise reuse copyrighted materials that appear in the Journal; and
   8. informs the Library if the Sponsor’s designated representative changes and provides the new representative’s contact information.

**Termination**

Either party may terminate this MOU with at least 60 days’ notice. If the Sponsor becomes unable to demonstrate ongoing affiliation with the University, the Library will endeavor to continue support but may deem it necessary to terminate this MOU and discontinue hosting support. In the event of termination of the hosting relationship, the Library will cooperate fully and use reasonable efforts to provide a smooth transition of all necessary components of the archive to another hosting service provider designated by the Sponsor. However, the Library reserves the right to continue to make content accrued in reliance on this MOU available free-of-charge.

**Acknowledgements**

This MOU reflects the entire understanding of the parties and may be amended only in writing by an addendum signed by the parties. Amendments are incorporated by reference to this MOU.

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Signature (individual authorized Signature (individual authorized

to sign on behalf of the Sponsor) to sign on behalf of the Library)

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