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

The [name of library] (hereafter “the Library”), as part of its commitment to advancing student-generated, 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, including the journal’s sponsoring department or campus organization, [name of sponsor] (hereafter “the Sponsor”).

**Journal’s Warrants**

The Journal warrants that it has full and exclusive authority to publish all content therein, as well as full and exclusive authority to enter into this MOU with the Library. The Journal further warrants that the content supplied does not violate or infringe the law or the rights of any third party and, specifically that journal publications contain no matter that is defamatory or that infringe 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 an instance of Open Journal Systems (OJS) for the Journal;
	2. creates a journal manager OJS account for the Journal’s designated representative(s) and provide platform training on an as-needed basis;
	3. communicates to the Journal’s designated representative(s) 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. liaises with the CSUCO to implement preservation services and enhance discoverability of journal content as resources allow; and
	6. provides consultative support to the Journal on matters related to journal policies; peer-review; ISSNs; copyright and licensing; author permissions; indexing; name registrars (e.g., ORCID); and analytics (e.g., PlumX Metrics, Google, Web of Science, Scopus).
2. The Journal:
	1. designates a faculty or staff advisor 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. ensures that all contents provided for publication are fully compliant with accessibility standards (WCAG 2.1, CSUCO 1111);
	5. assumes full and sole responsibility for securing from authors publication permission that unambiguously grant the Journal sufficient rights to enter into this agreement with the Library;
	6. 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
	7. informs the Library if the Journal’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 Journal becomes unable to demonstrate ongoing affiliation with the University, the Library may 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 Journal. 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 Journal) to sign on behalf of the Library)

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