



**Open Access Policy**

Policy Type (choose one): **New** or Existing

Recommended By: SUNY BoT, March 22, 2018; Faculty Assembly, March 5, 2020

Approved By: Zvi Szafran, President, April 8, 2020

Effective Date: April 15, 2020

Last Review Date: March 31, 2020

Policy Contact: Director of Library

Contact Phone: 315-386-7228

**I. SCOPE**

This policy will apply to works published while the creator is affiliated with SUNY Canton as a faculty member, staff, or student, except for works completed before the adoption of this policy and works for which the affiliate has entered into an incompatible licensing agreement.

**II. POLICY STATEMENT**

The SUNY Canton community is committed to the dissemination of scholarship, research, and creative work with peers as well as the general public. We recognize the benefits of open access to our work, including enhanced visibility; increased opportunities for collaboration; and improved pace, efficiency, and efficacy of research. We also acknowledge the mandate to develop a campus open access policy as directed by the SUNY Board of Trustees in the 2018 Campus Open Access Policies and System Repository Resolution.

**III. POLICY**

Each affiliate voluntarily agreeing to deposit their work in the institutional repository retains their copyright and will:

- grant SUNY Canton nonexclusive rights to make their deposited work available for the purpose of open access; and
- provide Southworth Library Learning Commons ("SLLC") with an electronic copy of their work at no charge.

Please note that this policy is **most effective** if affiliates submit these works **PRIOR** to the date of publication, so that interested readers may access the work on the same basis as a subscriber to the publication. It is still useful, but less timely, to submit the work at a later date.

Affiliates are invited to submit works published prior to the adoption of this policy while respecting preexisting licensing agreements.

**IV. DEFINITIONS**

None

**V. OTHER RELATED INFORMATION**

To serve the goals of the policy, SLLC will make deposited works available to the public in an open access digital repository. SLLC will provide metadata to support discoverability.

The policy for SUNY Canton has been adapted from SUNY Morrisville's Open Access Policy: [http://researchguides.morrisville.edu/Open\\_Access/morrisville](http://researchguides.morrisville.edu/Open_Access/morrisville).

**VI. PROCEDURES**

Faculty, staff, and students agreeing to deposit their work in the institutional repository should execute the following steps:

- (1) The author of the work shall determine if the publication in which the work is to be published has a policy that precludes the work being made available in an open access digital repository. If so, the work should not be submitted under this policy.
- (2) The author will provide an electronic copy of the final version of the work (ideally as a pdf), preferably before its publication, to the SLLC. This copy should be emailed as an attachment to [library@canton.edu](mailto:library@canton.edu) with "Open Access Work Submission" in the Subject Line of the email.
- (3) The Research Librarian will reply, acknowledging receipt of the work, the name of the work, the metadata necessary to discover it, and indicate that it has been placed in the institutional repository.
- (4) This acknowledgment may be used as evidence of scholarly activity.

**VII. FORMS**  
None

**VIII. AUTHORITY**  
State University of New York Board of Trustees Resolution, adopted March 22, 2018

**IX. HISTORY**  
None

**X. APPENDICES**  
None

**XI. FREQUENCY OF REVIEW AND UPDATE**  
April 8, 2025

**XII. SIGNATURE, TITLE, AND DATE OF APPROVAL**

Zvi Szafran  
Policy Approver – Printed Name

  
Policy Approver – Signature

President  
Title

4/8/20  
Date of Approval