

Methodological guidelines for open access and self-archiving at Charles University

Methodological guidelines for users

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Change history

Date	Changes
2022-02-21	first complete version
2022-05-05	Step 5: Added link to mandatory Output metadata for the repository and notices for filling in the metadata
2022-06-02	revision of the instructions for submitting requests to add, edit, or delete a file
2022-08-30	revision of terminology
2022-11-04	revision of procedures for adding, editing, or deleting a full text file
	fixing links
2023-02-23	change of terminology for states of the outputs to check with terminology used in OBD
2023-04-28	added missing parts from Czech version of the methodology

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Terms and abbreviations used

Author	The person who created the work or the person who creatively selected or organized the collective work; in the case of co-authorship of the result, for the purposes of these methodological guidelines, only the <i>first member of the author collective who is an employee or student of the university, according to the order in which these authors are listed in the result</i> , is considered the author in accordance with the Rector's Directive.
User	The user is: <ul style="list-style-type: none"> • The author, • Another employee of a unit of the university on behalf of the author in accordance with the Rector's Directive (e.g. the OA coordinator, the faculty coordinator for recording Outputs, an employee or student of the university, according to the order these authors are listed in the Output.
Record owner	The record owner is always the user of the OBD IS Věda module, which may repeatedly change during the process of storing and making the Output accessible in the repository by way of the OBD IS Věda module. Ownership of the record allows the user to perform actions on the record according to the established user permissions of the OBD IS Věda module and to obtain information and notices regarding the processing of the Output record in the OBD IS Věda module.
Rector's Directive (RD)	Rector's Directive No. 40/2021, Registration of creative activities, projects, and employee mobility at Charles University (https://cuni.cz/UKEN-714-version1-en or evidence tvurci cinnosti 40 2021 final.pdf)
Repository	CU institutional repository of publication activities operated in the DSpace system. Serves for storing full texts of the Outputs (see below) and making them accessible.
Unit	Faculty or another basic unit of the university
OA	Open access
Self-archiving	Storing and making the result accessible in the CU institutional repository of publication activities
CU	Charles University
Output	Outputs of creative activities as used within the Rector's Directive No. 40/2021, Registration of creative activities, projects, and employee mobility at Charles University; i.e., research and other publications created by Charles University employees and students.

Uploading Outputs in the repository by the user

Storing and making the full text of an Output accessible takes place via the OBD module of the IS Věda system. In order to store and make the full text of an Output accessible in the repository, you must perform the steps summarized below and further described in detail in separate chapters indicating all the conditions that must be met. The steps can be summarized as follows:

Step 1: Check to make sure Outputs can be stored and made accessible in the repository with respect to the type of Output; see the *List of types of Outputs accepted in the repository* (<https://publications.cuni.cz/page/typology>).

Step 2: Review the licensing agreement concluded with the publisher (if the Output has already been published or if publication is planned for the future), and make sure that the Output can be stored and made accessible in the repository and under what terms.

Step 3: In the case of an Output with multiple authors, assess whether it is necessary to obtain consent of the other co-authors of the Output to storing and making the full text of the Output accessible in the repository, or verify that the author has these consents available. If interested, you can use this [template form](#) for obtaining consent (see https://openscience.cuni.cz/OSCIEN-121-version1-template_form_for_obtaining_consent.docx), prepared for you by the Centre for the Support of Open Science at Charles University.

Step 4: Log in to the OBD IS Věda module and create a new record or edit an existing record.

Step 5: Complete all mandatory and relevant conditionally mandatory metadata for an Output or, if they are already completed, check all mandatory and relevant conditionally mandatory metadata to make sure the metadata is updated and correct.

Step 6: Upload the full text of the Output intended to be stored and made accessible in the repository to the respective part of the Output record form in OBD.

Step 7: Select the version of the attached full text file and the accessibility mode in the repository.

Step 8: (Optionally) upload additional files to the respective part of the Output record form in OBD (e.g., the licensing agreement concluded with the publisher).

Step 9: Confirm by checking the respective fields in the Output record in OBD for the attached full text that:

- You do not infringe the rights or the publisher or another third party by storing and making the full text of the Output accessible in the repository;
- You do not infringe the rights of potential co-authors of the Output by storing and making their full text accessible in the repository.

Step 10: Upload the Output record.

Do you need advice?



If you need advice on any of the above steps, do not hesitate to contact the open access coordinator at your unit. For legal questions, contact the lawyer at the Open Science Support Centre. All contact information can be found on the web pages of the Open Science Support Centre: <https://openscience.cuni.cz/OSCIEN-14.html>

Obligation to store the full text of the Output and make it accessible in the CU Research Publications Repository



Storing and making the Output's full text accessible (self-archiving) in the [CU Research Publications Repository](#) (see <https://publication.cuni.cz>) is voluntary for both university employees and students.

However, making an Output's full text publicly accessible might be one of the necessary conditions for funding research projects. **Research Outputs thus can be made accessible as open access by all Charles University employees and students** who want or need to publish their results in open access.

The Repository can be used to make available versions of Output's full text that are not yet published as well as versions of such full text already published by a commercial publisher in open access (so called "gold open access"). Many publishers allow publications to be self-archived in institutional repositories even when the Output is published only as part of a subscription journal; i.e., not in open access (so called "green open access"). More information on this topic can be found on the [CU Open Science Support Centre webpage](#) (see <https://openscience.cuni.cz/OSCIEN-26.html>).

Advice for users acting on behalf of an author



If you store and make the Output accessible in the repository via the OBD IS Věda module on behalf of the author (see the definitions of author and user provided in the introduction to these methodological guidelines), request all information and confirmation needed when processing the Output for the purpose of storing and making it accessible in the repository which will allow you to supplement the Output record with the mandatory metadata required for the Output to be stored and made accessible in the repository. This relates in particular to the following information and confirmation:

- Confirmation of not infringing the rights of the publisher or third parties (see [Step 2: Reviewing the licensing agreement concluded with the publisher](#), [Step 9: Confirming declarations for storing and making the full text of an Output accessible in the repository](#)),
- Confirmation of not infringing the rights of potential co-authors of the Output (see [Step 3: Obtaining the consent of potential co-authors to storing and making Outputs accessible in the repository](#), [Step 9: Confirming declarations for storing and making the full text of an Output accessible in the repository](#)),
- Information on the full text of the Output intended for the repository – its version, accessibility mode, licensing (see [Step 6: Uploading the full text of Outputs for storing and making them accessible in the repository and selecting the full text version](#), [Step 7: Selecting accessibility mode and selecting a licence](#)).

For the purposes of these methodological guidelines, we no longer distinguish whether the Output is stored and made accessible in the repository by the author or another employee of the university on behalf of the author in accordance with the Rector's Directive. If the term *author* is mentioned in these methodological guidelines, this means only the author in the meaning of the definition set out in the Rector's Directive and in the section [Terms and abbreviations used](#) in the introduction to these methodological guidelines.

In accordance with the Rector's Directive, only the author is responsible for storing and making the Output accessible in the repository.

Step 1: Reviewing the Output type and the options for storing and making the Output accessible in the repository

You may store and make accessible (accept) in the repository only the types of Outputs specified in the list available online at the URL address <https://publications.cuni.cz/page/typology>.

The list of types of Outputs whose full texts are accepted in the repository can be updated on a regular basis, but the current valid version is always available at the above URL address.

If the Output type is not listed in the above-mentioned list, it can still be recorded in the OBD IS Věda module, including any full text or other electronic representation and other attachment files. However, such an Output will not be stored and made accessible in the repository.

Reviewing the Output type

The OBD IS Věda module checks whether an Output type is intended for storing and making accessible in the repository and **does not store and make accessible the Output of a non-compliant type** in the repository. However, it is advisable to take this step to avoid possible misunderstandings.

Step 2: Reviewing the licensing agreement concluded with the publisher

If the full text of the result has already been published or publication is being prepared, review the provisions of the licensing agreement concluded with the publisher or the licensing terms of the publisher on their website and ensure the following in particular:

- 1) That the publisher allows the full text of the Output to be self-archived,
- 2) In what version the publisher allows the full text of the Output to be self-archived,
- 3) Whether the publisher allows publication of the full text of the Output only after lapse of a certain period of time (embargo, embargo period):
 - a. an embargo is usually a certain period of time in months after the date of publication of the full text of the Output,
 - b. an embargo does not necessarily relate to all versions of the full text of the Output; it may be required for the *publisher version* of the full text, but not for a *submitted version* (preprint) of the full text of the Output,
- 4) Under what licence has the publisher published the full text of the Output and under what licence does the publisher allow the full text of the Output to be stored and made accessible in the repository.

Do you need advice?

If you are unsure about the self-archiving options, please contact your open access coordinator for assistance. For questions about licensing options, please contact the lawyer of Open Science Support Centre. All contact information is available on the web pages of the [Open Science Support Centre](https://openscience.cuni.cz/OSCIEN-14.html) (see <https://openscience.cuni.cz/OSCIEN-14.html>).

Confirming the declarations for storing and making the Output accessible

In the Output record form in OBD, you will be asked to confirm that the rights of the publisher or another third party are not infringed by storing and making accessible the full text of the Output in the repository. For more information, see [Step 9: Confirming declarations for storing and making the full text of an Output accessible in the repository](#).

Unpublished full texts of an Output

If the full text of an Output has not yet been published or if you do not plan to publish it through a commercial entity or a faculty publishing house, you can mark this option in the Output record by checking the relevant box in the *Basic information* section.

By checking this option, the amount of mandatory metadata to be completed will also be limited, and the record cannot be saved with a status other than *DRAFT*. However, this will not affect the option to store and make the Output accessible in the repository, see also [Step 10: Uploading a record](#).

Step 3: Obtaining the consent of potential co-authors to storing and making Outputs accessible in the repository

In cases where the Output has more than one author, your next step will be to assess whether it is necessary to obtain the co-authors' consents to store and make the full text of the Output accessible in the repository.

Under the Copyright Act, unanimity of the co-authors is required for any disposal of a co-authored work, and therefore, in general, the consent of all co-authors is required to store and make the full text accessible in the repository. In practice, however, there will be a number of exceptions where consent need not be obtained. These exceptions will include a large number of full texts of the Outputs self-archived in the repository.

These methodological guidelines cannot exhaustively describe all the variations that may arise in practice, but the most common exceptions that will occur, and therefore where consent does not need to be obtained, are the situations described in the information boxes below.

Consent of co-authors of a work already published in open access mode

If an Output with multiple authors has already been published in open access mode and is subject to a public license that allows distribution of the work (e.g.; any Creative Commons license), **it is not necessary to obtain the co-authors' consent to self-archive the full text of the Output.**

Consent of co-authors who are employees of CU or in a similar relationship with CU

If the co-authors of your Output are employees of CU or in a similar relationship with CU (e.g., employment or performance agreement) and the Output was created as a work for hire to which the CU exercises economic rights, **it is not necessary to obtain these co-authors' consent to the self-archiving of the full text of the Output.**

Consent of co-authors of a work in which the publisher exercises copyright ownership

If the co-authors have entered into a licence agreement with the publisher that entitles the publisher to exercise the author's economic rights, the consent of the co-authors is not relevant because the publisher is entitled to decide on the disposal of the work. **It is therefore not necessary to obtain the co-authors' consent to the self-archiving of the full text of the Output.** In this case, it is crucial to make sure that the self-archiving is in accordance with the licence agreement (see [Step 2: Reviewing the licensing agreement concluded with the publisher](#)).

If none of the three situations described in the boxes above apply, the consent of all co-authors to storing and making the Output accessible in the repository is likely to be obtained. If you are not the author of the full text of the Output, and the Output does not obviously fall under any of the above exceptions (or you are not sure), check with the author that they have the co-authors' consent to storing and making the full text of the Output accessible in the repository.

The author is obliged to keep a record of the consents obtained from the co-authors to storing and making the full texts of the Output accessible in the repository. If you are interested, you can use the sample form (see https://openscience.cuni.cz/OSCIEN-121-version1-template_form_for_obtaining_consent.docx) prepared by the Open Science Support Centre at CU.

Uploading the obtained consents of the co-authors in the Output record in the OBD IS Věda module is not possible; entering the consents into the OBD module would be in breach of the legal regulations governing personal data protection.

Confirmation of the declaration of non-infringement of the potential co-authors' rights

In the Output record form in OBD, you will be asked to confirm that storing and making the full text accessible in the repository will not infringe the rights of potential co-authors. This confirmation is a necessary technical condition for transferring the Output to the repository and must therefore always be made. For more information, see [Step 9: Confirming declarations for storing and making the full text of an Output accessible in the repository](#)

Step 4: Logging in to the OBD IS Věda module and creating or editing an Output record

Storing and making the full text of the Output accessible in the repository is possible for new Outputs (not yet recorded in OBD) and for Outputs previously recorded in OBD. The procedure in this step will be slightly different depending on whether you are creating a new Output record or editing an existing record. To be able to create a new Output record or to edit an existing record in the OBD IS Věda module, you must first log in to IS Věda with your university login details, which are:

- **Login:** Your unique university identification number or username
- **Password:** Your university password


Creating a new record

After successfully logging in to IS Věda, follow the instructions for creating a new record in the OBD IS Věda module.

Editing an existing record

If you have already recorded an Output in the OBD IS Věda module and you want it to be stored and made accessible in the repository, you must first edit it and add the appropriate full text of the Output to the record that will be stored and made accessible in the repository, or for an already uploaded full text, add the mandatory descriptive or file metadata.

Records with the status *DRAFT*, *SAVED*, and *RETURNED*

If you are the owner of a record that has the status *DRAFT*, *SAVED*, or *RETURNED*, you have the right to edit the record, i.e., the *Edit publication* icon () is visible on the list of records for the respective record.

After clicking on this icon, the record opens in editing mode, which will allow you to edit all the metadata in the record form and to attach a file of the full text of the Output or other attachment files or edit information on already uploaded files.

Records with other statuses or with another user as the record owner

In this case, the next step will depend on how you want to edit the record; see the information box below.

In any case, after logging in on the initial screen of the OBD IS Věda module, you must first filter the Output record you want to edit (for example, according to the criteria *Record owner* or *Internal author*). Then you must open the *Publication details* by clicking on the *magnifying glass* icon.

I want to edit the entire record (description of Output – metadata or files)

- 1) In the top navigation bar (dark grey/black background), click the *Ask for modification* button. A new browser window is displayed with the Helpdesk module form and the name *New request*.
- 2) In the *text field* in the *New request* form, enter the information that you would like to unlock the record for editing in order to store and make the Output accessible in the repository.
- 3) After the faculty coordinator for recording Outputs unlocks the record, the record will be available for editing.

After making modifications as a part of editing the entire Output record, save it again. Open access coordinator can then proceed with reviewing the record and approve its storing and making the Output accessible in the repository. The status in which the record is saved is not relevant for open access coordinator, i.e.; open access coordinator can check the records' metadata and approve storing and making the result accessible in the repository when the status of the record as a whole is *DRAFT* or higher (*SAVED, TO CHECK*).

I want to add a file to the repository

It is also possible to just add a new full text file of the Output to an existing record. To add a new full text file of the Output to a record of which you are the owner, and which is not or cannot be available for you to edit, you must submit a request to add the full text file. To submit a request to add a new full text file, follow the instructions in the section [Adding a new full text file to an existing result record](#) of these methodological guidelines.

I want to edit/replace a full text file of the Output in the repository

You may edit/replace a full text file attached to an Output of which you are the owner, and which is not or cannot be available for you to edit by submitting a request to edit the attached full text file. To submit a request to edit an attached full text file, follow the instructions in the section [Editing an attached full-text file](#) of these methodological guidelines.

I want to delete a full text file of the Output from the repository

A full text file attached to an Output and transferred to the repository can also be deleted from the repository. To delete an attached full text file transferred to the repository (the full text file is saved with the status *ACCEPTED*), submit a full text file deletion request. To submit a full text file deletion request, follow the instructions in the section [Deleting an attached full text file](#) of these methodological guidelines.

Step 5: Completing all mandatory, relevant conditionally mandatory, and any optional descriptive metadata for Outputs, checking that Outputs are updated and correct

In the OBD form for recording Outputs, complete all mandatory and relevant conditionally mandatory metadata for accepting an Output in the repository. At the URL address <https://publications.cuni.cz/page/metadata>, you can find all current information on mandatory and conditionally mandatory metadata for the specific types of Outputs accepted in the repository.

When completing the mandatory metadata, consider the type of Output and fill in the metadata as indicated for the specific Output type at the URL address above. If possible, fill in as many other (optional) metadata as possible. These metadata are not required or checked for acceptance in the repository, but they increase the overall quality of the Output record in the repository.

Mandatory metadata for the repository VS for recording Outputs

Storing an Output in the repository is not dependent on recording it in order to evaluate science and research. Thus, metadata that would not be mandatory from the standpoint of recording the Output may also be required as mandatory metadata for the purpose of storing and making the Output accessible in the repository, and vice versa.

Mandatory and conditionally mandatory metadata for the purpose of storing the Output and making it accessible in the repository were defined in order to ensure a sufficient degree of description of the Output for searching in the repository system or using internal search engines and indexing by other third-party systems, e.g., OpenAIRE, the International Data Aggregator of Science and Research Outputs.

Hence, it is advisable to describe the Output in as much detail as possible, i.e., in the ideal case, to complete in the OBD form even those fields that are not mandatory for the repository, provided this information is available.

The correctness of the completed mandatory and conditionally mandatory metadata will also be reviewed by the open access coordinators. Outputs with incorrect or missing mandatory and relevant conditionally mandatory metadata will not be stored or made accessible in the repository until they are corrected.

The open access coordinator (alone or in cooperation with the coordinator of the output registration on the faculty or other university unit, in accordance to internal processes defined on each faculty or other university unit) will **contact the author or owner of the record via e-mail or the HelpDesk module in the IS Věda system (or by any other means defined in the internal processes of each faculty or other university unit)** in order to correct or supplement mandatory and conditionally mandatory metadata.

Reviewing mandatory and recommended data



The **OBD module checks the values** of mandatory and elective fields **with regard to Output registration** for the purpose of evaluating science and research outputs of the CU. The sets of mandatory and recommended metadata also partly overlap with the needs of the description of the Output for the purpose of storing and making it accessible in the repository.

When completing the form, the OBD module will notify you of any missing or incorrect values. The severity of the notice is colour coded in the form:

- **BLUE NOTICE** – Mandatory metadata is missing or incorrect
- **YELLOW NOTICE** – Optional (but recommended) metadata is missing or incorrect
- **RED NOTICE** – Mandatory metadata required for storing the Output record in OBD module of IS Věda is missing

Step 6: Uploading the full text of Outputs for storing and making them accessible in the repository and selecting the full text version

Uploading the full text of an Output

In the OBD form for recording Outputs, section *Attached files*, click on *Add file*. In the section *Attached files*, a new line is displayed for each added file. You can attach the full-text file of an Output in two ways:

- 1) By clicking on the button in the field *Choose or drag file to upload*. A system dialog box for selecting a file from your computer is displayed. You can locate the file in the directory structure and click *Open* (or the equivalent).
- 2) By dragging a file from your computer. Open *File Explorer* (or an equivalent file management program depending on your computer's operating system). Find the desired file in the directory structure. Click on the file with the left mouse button and hold the left button. Drag the file with your mouse to the appropriate field in the *Attached files* section in the form for recording the Output in the OBD IS Věda module. Release the left mouse button.

Supported formats for full text files

With regard to the typology of the Output types accepted in the repository (see <https://publications.cuni.cz/page/typology>), the only accepted format for uploading full texts is PDF/A (hereinafter PDF).

The preferred versions of PDF files are versions 1a and 2u. If you have a full text file in PDF format from a publisher and you can no longer influence its version (for example, in the case of already published Outputs in the publisher version), this is not a problem. Full text files in other versions of PDF format are also accepted for the repository.

Both of the above versions of PDF files can be created from an editable text document (for example from a DOCX format file) using commonly available office software tools; see also the instructions available on Charles University's website: <https://cuni.cz/UK-9108.html>.

Selecting the version of an attached file

Subsequently, you must select the version of the full text from the drop-down menu in the *Type* column.

Only files of the following types may be transferred to the repository: **draft**, **submitted version (preprint)**, **accepted version (postprint)**, **publisher version**, and **updated version**. A brief description of the individual types of attachments or versions of the full text is available in the info box below.

Version of full text transferred to the repository

draft: Working version of the Output

submitted version (*preprint*): Author's finalized version of the Output sent for peer review

accepted version (*postprint*): Version of the Output after the peer review process with changes incorporated by the author that is ready for publication, but has not yet been formatted for print/journal layout

publisher version: Version of the Output prepared by the publisher with finalized formatting and graphics for the journal

updated version: Version of the Output that was updated after being published

More than one version of the full text attached to the Output record

If you would like to upload more than one version of a full text to the repository (for example, submitted version (*preprint*) and publisher version), upload both versions of the full text individually as separate files in the section *Attached files*. The Output will be stored in the repository in a separate record for each of the attached versions of the full text.

Other attachment types

Attached files of other types are not stored in the repository but can also be attached to the Output record in OBD and will be available in OBD for a user group set by selecting from the drop-down menu in the *Accessibility* column. Uploading other files relating to the Output and information about the options for setting their accessibility is described in more detail in [Step 8: Uploading other files relating to an Output](#).

Step 7: Selecting accessibility mode and selecting a licence

Selecting accessibility mode

You can select the accessibility mode by selecting from the drop-down menu available in the *Accessibility* column, section *Attached files* of the form for recording Outputs in the OBD IS Věda module. By selecting an option, you determine how and to whom each full text of the Output should be accessible in the repository.

If you want the Output (including the attached full text) to be stored and made accessible in the repository, you must set the accessibility mode to one of these two options:

- **open access (SENT to the repository);**
- **to all authenticated IS Věda or repository users (SENT to the repository).**

Meaning of each accessibility mode for the full text of the Output

Accessibility mode *open access (SENT to the repository)*: The full text of the Output will be accessible online in the repository to all repository visitors under the selected licence (see below). If the Output under a selected licence in the repository should be accessible online to all visitors only after a certain date (i.e., **open access with an embargo**), you can set the date for making the Output accessible in the repository **in the field *from*** in the ***Publish from*** column.

Accessibility mode *to all authenticated IS Věda or repository users (SENT to the repository)*: The full text of the Output will be accessible online in the repository to all logged-in visitors from Charles University under the selected licence (see below).

Minimum accessibility of a full text

The full text of an Output will always be accessible online in the repository to a specific (larger or smaller) group of visitors to the repository. If you do not want to store and make the full text of an Output and its record accessible in the repository, select the accessibility mode for the attached full text Output that is indicated in brackets by **(NOT SENT to the repository)**.

Selecting a licence

The next step is to select a licence, which will determine the scope within which the full text of the Output stored and made accessible in the repository can be used. **If a licensing agreement was concluded with a publisher, the choice of a licence will depend first and foremost on the terms of the licensing agreement.**

You must select one of the three options described below (no licence, a Creative Commons licence, or other licence).

No licence: If the publisher allows self-archiving in an institutional repository, and the Output is not subject to any licence, select the no licence option. The full text of the Output will then be made available in the repository in the gratis open access mode, i.e., read only. In addition, full texts in the gratis open access mode can be downloaded from the repository or printed, but only for personal use (see Section 30 of Act no. 121/2000 Coll., the Copyright Act).

Creative Commons licence: If you select one of Creative Commons licences, the text will be open access. The extent to which users will be able to use your text depends on the specific licence. The rights and obligations arising from Creative Commons licences are defined by four licensing elements (*BY, SA, ND, NC*). These elements and their combinations form the six specific licence types. After selecting a specific Creative Commons licence in the relevant version from the drop-down menu, a URL address linking to the full text of the selected licence located on the Creative Commons website is automatically generated.

Creative Commons: More detailed information about licences

More detailed information about Creative Commons licences used in the OBD IS Věda module for licensing the full texts of Outputs uploaded and made accessible in the repository are available at the URL address <https://publications.cuni.cz/page/licenses>.

Other licence: If the terms of the licensing agreement concluded with the publisher require you to license the full text of the Output under a licence other than Creative Commons, select the other licence option. You can select this option even if no licensing agreement has been concluded, and you are entitled to decide on the options for licensing the work in full.

Other licence: Provide the required information

Two situations could occur when licensing the full text of an Output under a licence other than Creative Commons:

The licensing terms are publicly available on the Internet: In such a case, enter the URL address where the text of the licence is available in the appropriate field of the form; *License* column; *Attached files* section. The URL address in this case is not generated automatically, so it must be entered manually in the text field.

The licensing terms are not publicly available on the Internet: In such a case, provide at least the following information:

- parties to the licensing agreement (licensor and licensee);
- the date of concluding the licensing agreement;
- the publication year of the Output (for Outputs already published) or the year of uploading the Output to OBD/the repository (for Outputs that are not yet published).

Step 8: Uploading other files relating to an Output

You may also upload any other files relating to the Output to the section *Attached files*. These files can be divided into two types:

Files with content relating to the attached full text: These could be any related attachments to your Output, such as underlying data, etc.

Administrative files: These could be files for justifying the significance of the Output (required for registration of the output and subsequent evaluation of the Outputs according to *M17 methodology*).

You can upload such files as described in [Step 6: Uploading the full text of Outputs for storing and making them accessible in the repository and selecting the full text version](#), with the difference that you do not need to fill in additional information relating to the publication date and licensing.

Storing data sets

The OBD IS Věda module does not allow files of a data set type to be stored specifically as an attachment to the Output, i.e., underlying data used for the creation of a scientific publication. Hence, this type of attachment is not mentioned in this chapter.

You can insert a link to the data set into the Output form in OBD. However, it must be stored elsewhere (e.g., in an external general repository or subject specific repository).

To refer to a data set, **we recommend using the DOI identifier** (if it was assigned to the data set) and providing a link in the form `https://doi.org/doi-prefix/doi-identifier` (for example, <https://doi.org/10.1234/123456>).

The reference to the dataset will then be transferred to the repository as part of the descriptive data of the Output.

If you are interested in information on the handling of scientific data, contact the Centre for the Support of Open Science at CU: <https://openscience.cuni.cz/OSCIEN-14.html>.

Impact of the accessibility mode on other files relating to the result

Files that are not full texts of the Outputs are not stored and made accessible in the repository, regardless of their *accessibility* mode.

The accessibility of the files specified above can still be adjusted by selecting one of the following accessibility modes:

owner only (NOT SENT to the repository): The attached file will be accessible in the OBD IS Věda module in the manner described above (to faculty coordinators for recording Outputs, open access coordinators, and the record owner).

only to persons from the owner's faculty (NOT SENT to the repository): The attached file will be accessible in the OBD IS Věda module to all logged-in persons from the faculty of the Output record owner, the owner of the Output record, and authorized CU employees.

only to persons from the owner's department (NOT SENT to the repository): The attached file will be accessible in the OBD IS Věda module to all logged-in persons from the department of the Output record owner, the owner of the record, and authorized CU employees.

to all authenticated IS Věda users (NOT SENT to the repository): The attached file will be accessible in the OBD IS Věda module to all authenticated persons from CU, the record owner, and authorized CU employees.

to all authenticated IS Věda or repository users (SENT to the repository): If this *accessibility* mode is set for a file that is only related to the Output (i.e., not for the full text of the Output itself), such a file will not be stored and made accessible in the repository.

All files uploaded to the Output's record; regardless of their accessibility mode; are accessible to university and faculty coordinators for recording Outputs, university and faculty open access coordinators and the record owner. This is for the purpose of administration of the OBD IS Věda module, reviewing and processing of the recording of Outputs, content and formal reviews of Outputs before being stored and made accessible in the repository).

Step 9: Confirming declarations for storing and making the full text of an Output accessible in the repository

Confirmation of the following declarations is a necessary step to store and make the full text of an Output accessible in the repository:

- *“I hereby declare that, by storing and making the full text of the work accessible in the CU repository of publishing activities, the rights of potential co-authors have not been infringed.”*
- *“I hereby declare that, by storing and disclosing the full text of the work in the repository of CU publishing activities, the rights of the publisher or another third party have not been affected.”*

You can **confirm these declarations by checking the box** under the drop-down menu with the selection of attachment type in the *Type* column of the *Attached files* section of the form for Output registration in the OBD IS Věda module.

Confirmation of both declarations via checkboxes is a **necessary technical condition** for transferring the Output to the repository, and therefore **the boxes must always be checked**.

For the avoidance of doubt, **we note that both declarations are made by the author**; the **author is responsible for ensuring** that storing and making the full text of the Output accessible in the repository **does not infringe the rights of any co-author, publisher or other third parties**. If a user other than the author confirms the declaration, they act on behalf of the author in accordance with the Rector's Directive. The Rector's Directive leaves it to the management of each unit of the CU to determine the rules for the representation of the author by another employee of the respective unit.

If you are not the author (you are acting on behalf of the author) and want to make sure that the author has fulfilled their obligations, please contact the author for this purpose.

Obligation to confirm the declarations

If the declarations are not confirmed by the user, the Output will not be stored and made accessible in the repository and will remain stored only in the OBD IS Věda module. Disclaimer related to the above-mentioned declarations is available in the repository at the URL <https://publications.cuni.cz/page/disclaimer?locale-attribute=en>.

Checking the declarations

According to the Rector's Directive, the author is obliged to substantiate, if necessary, that the rights of co-authors have not been infringed by self-archiving. This can be substantiated e.g., by **submitting the co-authors' consents** to storing and making the full text of an Output accessible in the repository, which the author (if they are obliged to obtain them) is obliged to record (see [Step 3: Obtaining the consent of potential co-authors to storing and making Outputs accessible in the repository](#)).

Similarly, the author is obliged to substantiate that the rights of the publisher or other third party have not been infringed by storing and making the full text of an Output accessible in the repository. This can be substantiated in particular by **submitting a licence agreement**.

Step 10: Uploading a record

For uploading an Output for further processing prior to storing and making the Output accessible in the repository, click on the *Save record* button in the Output record form in the OBD IS Věda module.

A dialog window will be displayed where you can save the record with the status *DRAFT*, *SAVED*, or *TO CHECK*, depending on the Output of the automated review of the completed metadata. If the OBD IS Věda module does not allow you to save the record of the Output with the status *SAVED* or *TO CHECK*, check whether there are blue marked data fields in the record. These fields are mandatory, and you must complete them with a value in the correct form. You can find the list of not completed or incorrectly completed fields under the question mark icon in the upper right-hand corner of the editing form.

After (potentially) completing any blank fields marked in blue or correcting the values, the OBD module will allow you to save the record with the status *SAVED* or *TO CHECK*. Records of Outputs not yet published (in print or not planned for publishing in any other form apart making them available in CU Research publication repository) can be saved only with *DRAFT* status.

After you save your record, open access coordinator can check the mandatory and conditionally mandatory metadata, attached full text file(s) and file metadata and approve storing a making the full text of our Output available in the repository. The overall status of the Output's record in OBD module does not play any part in open access coordinator's ability to check if the full text file can be stored and made available in the repository.

Reviewing a result record and correcting it



The open access coordinator reviews in the OBD IS Věda module the following in the uploaded Output record:

- The accuracy of the mandatory descriptive metadata you filled in,
- Whether the attached full text file of the record corresponds to the version of this file specified in the record form,
- Whether the declaration of non-infringement of the rights of potential co-authors of the Output and the declaration of non-infringement of the rights of the publisher or third parties have been checked off,
- Whether the specified accessibility mode of the attached full text of the Output corresponds to the licensing terms of the publisher,
- Whether the licence specified for the uploaded full text in the OBD IS Věda module corresponds to the licensing policies of the publisher and the information provided in the full text file,
- Whether the date specified in *from* field; *Publish from* column of the *Attached files* section of the Outputs record; for the uploaded full text follows the licensing policies of the publisher (embargo period).

If necessary, the open access coordinator is entitled to reject the Output intended for storing and making accessible in the repository. In this case, you will be informed of the reason for rejection.

The open access coordinator is also authorized to propose changes to the Output record necessary for its approval for storing and making it accessible in the repository. They are also entitled to request assistance or additional information from you in order to make corrections.

Communication with faculty coordinators



The faculty coordinator for recording Outputs and the open access coordinator can contact you:

- through the OBD IS Věda module – by changing the record status (in such a case, a system notification is sent to you by e-mail from the OBD module);
- by e-mail;

according to the preferences of the specific faculty or university organizational unit.

If the entered Output record is correct, both with respect to the correctness of the descriptive metadata and the attached files and other administrative information, the open access coordinator approves the record for storage and access in the repository.

After the Output has been stored and made accessible in the repository, the link to it will be displayed next to the corresponding record in the list of your Outputs in the OBD IS Věda module. An Output that has been successfully stored and made accessible in the repository is marked with the status *ACCEPTED* in the OBD IS Věda module.

If you need to update an Output that has been stored and made accessible in the repository, you must first update its record in the OBD IS Věda module. In that case, proceed according to [Step 4: Logging in to the OBD IS Věda module and creating or editing an Output record](#).

Displaying Output records in the repository and reference to Outputs in the repository


Displaying Output records

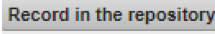
The approved and successfully transferred Output will have a separate record created in the repository for each of the versions of the attached full text with the status *ACCEPTED*.

Links to the records of the individual approved versions of the attached full text and the Outputs transferred to the repository can be viewed in the manner described in the info box below.

Displaying Output records in the repository



After opening the record details from the list of your Outputs using the  icon, go to the *Attached files* section of the form. In this section, you will see a list of all attached files for this selected record.

All attached full texts stored and made accessible in the repository will be marked with the status *ACCEPTED*, and below this status mark, the button *Record in the repository*  will be displayed.

After clicking on this button, a new tab or web browser window will open, and the web page of the Output record will be displayed in the repository.

Referencing Output records in the repository

You can refer to the Output record in the repository using a permanent link specified in the field *Permanent link of the record* for the Output in the repository. The repository system uses a service to create and maintain permanent links, [HANDLE Resolver](#), and each of the Outputs is assigned a unique HANDLE identifier which is part of the permanent link. This identifier is assigned to the Output at the time of its first transfer to the repository and remains valid even when the Output record is updated.

Adding, editing, or deleting a file

Adding a new full text file to an existing Output record

If you are the author, user, or owner of a record (as defined in the introduction to these methodological guidelines) or a co-author of an Output with access to IS Věda, you have the option of adding new full text files to the Output record in OBD directly using the following procedure:

- 1) In the detailed view of the Output record in the “*Attached files*” section, click on the button *Editing attachments*. A new window is opened with the Editing attachments form.
- 2) Click on the button *Add file*. A new row is added to the list of attached files in which you can:
 - a. Upload the file to the section *Attached files* of the record in OBD
 - b. Complete all required file data; see also:
 - i. [Step 6: Uploading the full text of Outputs for storing and making them accessible in the repository and selecting the full text version](#) ,
 - ii. [Step 7: Selecting accessibility mode and selecting a licence](#),
 - iii. [Step 9: Confirming declarations for storing and making the full text of an Output accessible in the repository](#),
- 3) Click on the *Save* button.

The newly added file will be saved in the *TO CHECK* status, and the open access coordinator at your faculty or unit will be able to review it and approve or reject it for transfer to the repository.


The displayed *Editing attachments* button for adding a new full text file to an existing Output record is not affected by the status of the record as a whole.

Editing an attached full text file


The procedure for editing an attached full text file in the Output record or in the repository differs depending on the status of the record as a whole in the OBD IS Věda module and on the status of the attached file for which editing is required. Editing or replacing the attached file or editing its file metadata is possible both in cases where it has not yet been transferred to the repository and also after it has been transferred to the repository.

Modifying a file when editing a record is allowed

The file does not have the status ACCEPTED, ERROR, or CHECKED

If you can edit the Output record as a whole (i.e., the Output record is saved with the status *DRAFT*, *SAVED*, or *RETURNED*) and the file requiring editing is not in the *ACCEPTED*, *ERROR*, or *CHECKED* status, the icon  (*Replace file*) will be displayed in the *Attached files* section for such file.

The procedure for replacing a file in such a case is as follows:

- 1) Click on the icon  (*Replace the file*) for the attached full text file you want to replace.
- 2) Click on the grey area with the label *Choose or drag file to upload*, which appears in the *File* column on the specific row.
- 3) A new dialog window will be displayed allowing you to select a new file from the local storage on your computer. Select the file and click on the *Open* (or equivalent) button in the dialog window.
- 4) The selected file will replace the original file. Fill in all required file data for the new file; see also:
 - a. [Step 6: Uploading the full text of Outputs for storing and making them accessible in the repository and selecting the full text version](#),
 - b. [Step 7: Selecting accessibility mode and selecting a licence](#),
 - c. [Step 9: Confirming declarations for storing and making the full text of an Output accessible in the repository](#).
- 5) Save the record again by clicking the *Save* button.

The modified file will be saved with the status *TO CHECK* and the open access coordinator at your faculty or unit will be able to review and approve or reject the file for transfer to the repository.

The file has the status ACCEPTED, ERROR, or CHECKED

If you can edit the Output record as a whole (i.e., the Output record is saved with the status *DRAFT*, *SAVED*, or *RETURNED*) and the file requiring editing is also already saved with the *ACCEPTED*, *ERROR*, or *CHECKED* status, you cannot edit the file yourself. However, in these cases, you can request modification of a file in the manner described below in the section [Submitting a request for editing an attached file](#).

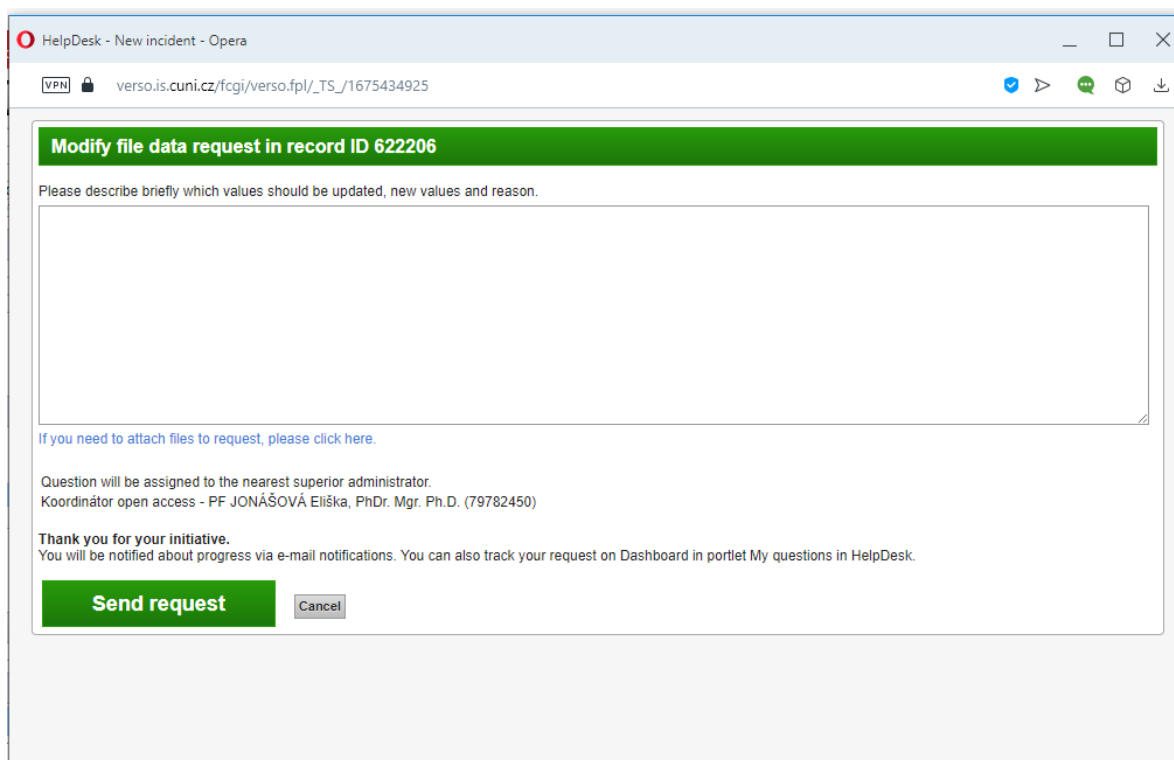
Modifying a file when editing a record is not allowed

If you cannot edit a record as a whole (i.e., the Output record is saved in the OBD module with a status higher or different than *DRAFT*, *SAVED*, or *RETURNED*, you cannot edit a file or its file data yourself. To edit a file in such a case, you must submit a request to edit a file in the manner described in these methodological guidelines in the section [Submitting a request for editing an attached file](#).

Submitting a request for editing an attached file

To submit a request to edit an uploaded file, proceed as follows:

- 1) Click on the button *Request to edit* for the respective uploaded file in the section *Attached files*. The form window for the HelpDesk IS Věda module will be displayed.



The screenshot shows a web browser window titled 'HelpDesk - New incident - Opera'. The address bar shows the URL 'verso.is.cuni.cz/fcgi/verso.fpl/_TS_/1675434925'. The main content area has a green header with the text 'Modify file data request in record ID 622206'. Below the header, there is a text input field with the placeholder text 'Please describe briefly which values should be updated, new values and reason.' Below the text field, there is a link that says 'If you need to attach files to request, please click here.' Below the link, there is a message: 'Question will be assigned to the nearest superior administrator. Koordinátor open access - PF JONÁŠOVÁ Eliška, PhDr. Mgr. Ph.D. (79782450)'. Below the message, there is a 'Thank you for your initiative.' message and a note: 'You will be notified about progress via e-mail notifications. You can also track your request on Dashboard in portlet My questions in HelpDesk.' At the bottom of the form, there are two buttons: a green 'Send request' button and a grey 'Cancel' button.

Figure 1: HelpDesk module: Submitting a request to edit a file

- 2) Provide a brief description of your request in this window (e.g.; *“replacing and uploaded file”* or *“editing file metadata”*, or both) and the justification for this request.
 - a) If you are making a *request for replacing an existing file*:
 - i) Upload the new file for the request – click on the option *If you need to attach a file for the request, please click here* directly under the text field for the request and then upload the new full text file,
 - ii) Enter the file metadata relevant for this new file.
 - b) If you want to *edit the file metadata*, enter the requested changes in this format:
 - i) *Attached files form field name: new value* (e.g., *“accessibility mode: open access”*).
- 3) To send the request, click on the green *Send request* button.

You can find more detailed information about file data in the sections [Step 6: Uploading the full text of Outputs for storing and making them accessible in the repository and selecting the full text version](#), in the part [Selecting the version of an attached file](#) and [Step 7: Selecting accessibility mode and selecting a licence](#) of these methodological guidelines.

After submitting your request, it will be forwarded to the open access coordinator who will be able to edit the requested file.


If the file has already been transferred to the repository (it was saved with the status *ACCEPTED* prior to your request for editing), the record of your publication will also be updated (including replacing the attached file) in the repository.

Deleting an attached full text file



The procedure for deleting an attached full text file in the Output record or in the repository differs depending on the status of the record as a whole in the OBD IS Věda module and on the status of the attached file for which the modification is required. The attached file may be deleted in cases where it has not yet been transferred to the repository as well as after it has been transferred to the repository. After approving the request to delete the file, the relevant record will be deleted from the repository. Only after deleting the record from the repository is, it also possible to delete the file from the OBD module.

Deleting a file when editing a record is allowed

The file does not have the status ACCEPTED, ERROR, or REVIEWED

If you can edit the Output record as a whole (i.e., the Output record is saved with the status *DRAFT*, *SAVED*, or *RETURNED*) and the file requiring editing is not in the *ACCEPTED*, *ERROR*, or *CHECKED* status, the icon  (*Action*) in the *Action* column will be displayed in the *Attached files* section for such file.

The procedure for deleting a file in such a case is as follows:

- 1) Click on the icon  (*Action*) for the attached full-text file that you want to delete.
- 2) A drop-down menu is displayed containing the button  (*Delete*).
- 3) Click on the *Delete* button and confirm deletion of the file by clicking on the *OK* button in the displayed dialog window.
- 4) Save the record again by clicking the *Save* button.

Since the file has not yet been transferred to the repository (it was not saved with the status *ACCEPTED*), it will only be deleted in the Output record in the OBD IS Věda module.

The file has the status ACCEPTED, ERROR, or CHECKED

If you can edit the Output record as a whole (i.e., the Output record is saved with the status *DRAFT*, *SAVED*, or *RETURNED*) and the file for deletion is also already saved with the *ACCEPTED*, *ERROR*, or *CHECKED* status, you cannot delete the file yourself. However, in these cases, you can request modification of a file in the manner described below in the section [Submitting a request to delete an attached file](#).

Deleting a file when editing a record is not allowed

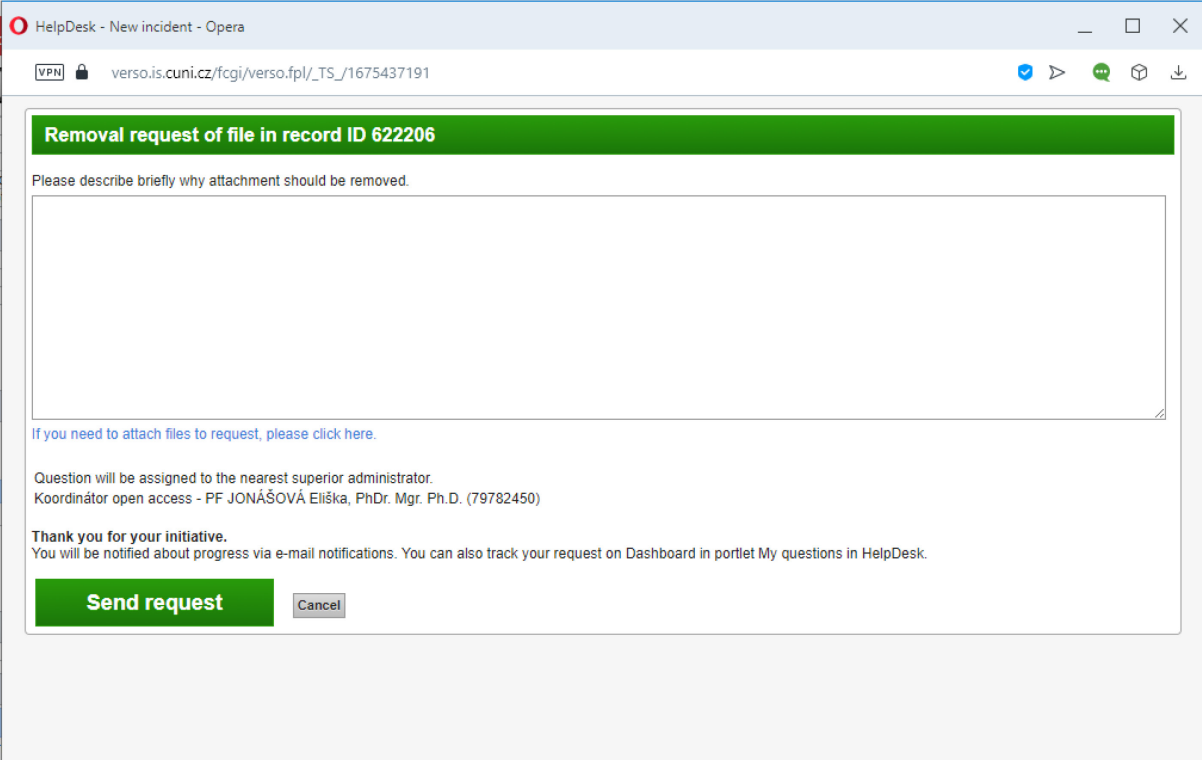
If you cannot edit a record as a whole (i.e., the Output record is saved in the OBD IS Věda module with a status higher or different than *DRAFT*, *SAVED*, or *RETURNED*), you cannot delete the file yourself. To delete a file in such a case, you must submit a request to delete a file in the manner described in these methodological guidelines in the section [Submitting a request to delete an attached file](#).

Submitting a request to delete an attached file

A request to delete an attached file allows you to delete the full text file from the Output record in the OBD IS Věda module when it is no longer possible for you to edit the record as a whole or when the file is saved in one of the statuses that do not allow it to be edited (*ACCEPTED*, *ERROR*, *CHECKED*). If the file was previously transferred to the repository (it was saved with the *ACCEPTED* status), the relevant record in the repository will also be deleted after the file deletion request is approved.

To submit a request to delete an uploaded file, proceed as follows:

- 1) Click on the button *Removal request* **Removal request** for the relevant uploaded file in the section *Attached files* in the detailed view of the Output record in the OBD IS Věda module. The form window of the HelpDesk IS Věda module is displayed.



The screenshot shows a web browser window titled "HelpDesk - New incident - Opera" with the URL "verso.is.cuni.cz/fcgi/verso.fpl/_TS_/1675437191". The main content area has a green header "Removal request of file in record ID 622206". Below the header is a text input field with the prompt "Please describe briefly why attachment should be removed." and a link "If you need to attach files to request, please click here." Below the input field, it states "Question will be assigned to the nearest superior administrator. Koordinátor open access - PF JONÁŠOVÁ Eliška, PhDr. Mgr. Ph.D. (79782450)". A "Thank you for your initiative." message follows, mentioning e-mail notifications and a dashboard. At the bottom, there are two buttons: a green "Send request" button and a grey "Cancel" button.

Figure 2: HelpDesk module – Submitting a request to delete a file

- 2) In this window, complete and justify your request to delete the file and then click on the green *Send request* button.

After submitting your request, it will be forwarded to the open access coordinator, who will be able to approve deletion of the file.

If the file has already been transferred to the repository (it was saved with the status *ACCEPTED* before you requested deletion), the record belonging to the deleted file will also be deleted from the repository.