

Memorandum of Understanding

Journal Hosting | MacEwan Open Journals

In an effort to support open access publishing initiatives, MacEwan University Library offers a free web-hosting service for MacEwan University-affiliated academic journals and conference proceedings.

This Memorandum of Understanding outlines the responsibilities and duties of *MacEwan University Library* (hereafter referred to as 'Library')

AND

The *Journal Manager(s)* of _____ (hereafter referred to as 'Journal Publisher')
Name of journal/conference proceedings

Under this agreement, the parties agree to the following terms:

1. The Library will:

- 1.1. Make the contents of the electronic journal freely available to the scholarly community and the public via the Internet.
- 1.2. Maintain an installation of Open Journal Systems (OJS) software, the platform used to publish the Journal, free of charge.
- 1.3. Provide basic orientation to OJS software functionality and basic technical assistance to journal managers and editors.
- 1.4. Advise on best practices for disseminating and promoting journal content through, for instance, metadata harvesters, database indexing, and similar services.
- 1.5. Archive digital content on secure Canadian servers outside of the OJS software to help ensure long-term preservation and access.

2. The Journal Publisher will:

- 2.1. Assume full responsibility for the Journal, including regular production and copyright management of content.
- 2.2. Monitor the condition of journal content regularly and notify the Library if content is discovered to have been damaged, altered, or defaced.

2.3. Grant the Library the non-exclusive right to digitally archive content outside of the OJS system perpetually and in any format to ensure long-term preservation and access. This does not include the right to sell the content or sell access to the content under any circumstances.

2.4. Inform the Library of any change in contact information for the Journal Manager(s).

2.5. Acknowledge that the Library is providing these services as an accommodation to the Journal Publisher and shall therefore not be liable for any damages, costs, or losses whatsoever arising from these services including, without limitation, damages arising from the breakdown of technology, and difficulties with access.

3. Termination or amendment of this agreement:

3.1. In the event of a decision to discontinue this hosting agreement by either the Journal Publisher or the Library, written notice must be provided to the other party at least 3 months prior. Upon termination of this agreement, the Library reserves the right to make the content accrued during the time of this agreement available in perpetuity to users.

3.2. This Memorandum of Understanding may only be amended in writing by an addendum signed by both parties.

Signature (Dean of Libraries or designate)

Signature (Journal Manager or designate)

Name (please print)

Name (please print)

Date

Date