

NOTA DE SERVIÇO Nº4/IPB/2010

(Aos Conselhos Directivos das Escolas)

Em reunião do Conselho Permanente do IPB de 30/04/2010 foi aprovada por unanimidade a “**Política de auto-arquivo de publicações na Biblioteca Digital do IPB**” e a “**Proposta de normalização das colecções na Biblioteca Digital do IPB**”, conforme documentos anexos.

Vem, assim, solicitar-se que lhes seja dada a necessária publicitação.

Instituto Politécnico de Bragança, 11 de Junho de 2010

O Vice - Presidente do IPB



Prof. Doutor Orlando Afonso Rodrigues

Self-Deposit Publication Rules in Biblioteca Digital do IPB

1. Aims and Context

It is policy of Instituto Politécnico de Bragança, publicize and provide open access to scientific publication produced by the academic community, promoting integration, visibility and sharing of scientific information, ensuring the preservation of intellectual memory of the Instituto Politécnico de Bragança.

2. Deposit Documents

All Digital Library documents must be deposit trough self-archiving.

3. Principle of Non-Exclusivity Deposit

The deposit of all Biblioteca Digital do IPB documents is done in a non-exclusive way. Thus, authors keep all their copyrights.

4. Deposit Policy

The Instituto Politécnico de Bragança follows a mandatory policy in the deposit of all publications written by the Teachers/Researchers.

The Biblioteca Digital do IPB is the official record of the intellectual production of IPB. These rules respect the author's copyright. Thus:

- a) All scientific documents, the ones that authors detain their rights, or at least the right of self-archive, must be posted on the Digital Library of IPB in free access (which means no restrictions in free full text). Included in this category is the majority of preprints (actually more than 90% of publications/journals) and/or postprints, the majority of communications and proceedings (except if the authors renounce to their rights), thesis and dissertations, as well as all documents that doesn't follow the usual publication circuit (technical reports, working papers, etc.);

- b) Documents for which the author has granted rights to prevent its availability in open access (such as journal articles that still does not allow self-archiving by authors, book chapters, etc..) and /or from which remains the intention to obtain profit from authors rights (books, etc), must be fully deposited but it is recommended that the full text should be kept in restricted access.
- c) Patents and confidential scientific or technical production must be deposited in restricted access in order to ensure the safeguarding of the conditions inherent to their nature.

5. Recommendations

Following the Berlin's Declaration (signed in 2009/09/08) the Instituto Politécnico de Bragança recommends the publication of scientific articles in publications/journals in free access.

The IPB also recommends to all its members to keep their copyright on their works, or if not possible, to ensure the right to make available a copy on the Biblioteca Digital do IPB.

6. Final Disposals

The disposals of the present document take effect from the following day of its approval.