

Publication Partnership Agreement

Between [xxx] (the Partner) and the Digital Scholarship Unit of Columbia University Libraries (the Libraries)

Preamble

This document represents a Publication Partnership Agreement (“PPA”) between the Libraries and the Partner. Under this PPA The Libraries assumes the role of production and the Partner fulfills the editorial role and associated responsibilities as outlined below.

This PPA remains valid until superseded by an executed revised agreement or terminated as provided for in sections 8 and 9 of this PPA. Incremental changes will be recorded in an Amendments section of this Agreement and are effective upon mutual endorsement by both Parties. Both Parties acknowledge that Amendments may incur additional costs.

The purpose of this PPA is to collaborate in an effort to produce a high quality digital product that will have wide-reaching impact on related disciplines and the broader community. This PPA ensures that The Libraries and the Partner help to fulfill the University's mission to "advance knowledge and learning at the highest level and to convey the products of its efforts to the world."

Section 1: Definitions

1.1 “Platform” shall mean one or more applications installed and hosted by The Libraries and utilized by the Partner to distribute academic content via the Internet. The Libraries will provide a software and web interface bundle that is offered as an open source application.

1.2 “Journal” shall mean the content placed into the Platform by the Partner.

1.3 “Configuration” shall mean any method by which the Platform is changed from its default installation state.

1.4 “Workflow” shall mean the manner in which all the pieces of the Platform work.

1.5 “Server” shall mean the hardware and the file system on which the Platform install has occurred.

1.6 “Permission(s)” shall mean any type of view, read, write, or execute ability to folders and files within the server on which the system is hosted.

1.7 “Patches” shall mean any incremental software fixes released by the Platform developers.

1.8 “Upgrades” shall mean the install of any new version of the application as released and verified by the Platform developers.

1.9 “Admin” shall mean a person designated by the Partner to have permissions to publish journal content and add content to all areas of the site, and who is authorized to add or remove other users.

1.10 “User” shall mean any person who is given access to the Platform.

1.11 “Partnership” shall mean the offering The Libraries provides as a whole, not restricted to Platform install and maintenance and more fully defined in Section 2.

1.12 “Commencement Date” shall mean the date that The Libraries will start development work on the Partnership.

1.13 “Launch Date” shall mean the date that the Platform will be available to the Partner, as set forth in the proposal or such other written notice from The Libraries to Partner. Notwithstanding anything in this PPA or any subsequent document to the contrary, no Partner-requested date for delivery will be effective unless and until confirmed in writing by The Libraries.

1.14 “Reporting” shall mean text status updates from The Libraries to the Partner concerning actions that have been performed on the Platform.

1.15 “Migration” shall mean a transfer of content by The Libraries or Partner from a specified location, whether digital or analog, into the new application.

Section 2: Eligibility of Publication for Consideration in Partnership

2.1 The publication must be officially affiliated with a department, program or similar organizational unit of Columbia University and its affiliate institutions.

2.2 If the PPA concerns a student publication, written endorsement from an Officer of Research, Instruction, or the Libraries is necessary as a condition of eligibility and shall be provided to the Libraries by the Partner, upon execution.

Section 3: Terms of Partnership - Libraries

The Libraries agree to provide the following services:

3.1 Setup of publication Platform on library servers.

3.2 Setup of Journal according to template, which includes access to upgrades at no additional cost.

3.3 Provision of access to Platform.

3.4 Hosting of Journal.

3.5 Implementation of basic branding on site.

3.6 Maintenance of the application and underlying systems.

3.7 Preservation of the permanently hosted content in Academic Commons, Columbia University's institutional repository.

3.8 Access to Partner site analytics.

3.9 Inclusion in relevant locations, e.g., WorldCat, Columbia Library's Online Catalog (CLIO), the Directory of Open Access Journals (DOAJ), ISSN Office (if needed, as determined by the Libraries).

3.10 Minting of unique identifiers (e.g., DOI) to online content during the life-time of the PPA.

Section 4: Libraries Ongoing Support

The following are the responsibilities of The Libraries in ongoing support:

4.1 Install of Platform – The Libraries will perform a full install of the Platform

software. Any default setting decisions made during installation will be relayed to the Partner. Any application setting decisions that require Partner feedback will be done in tandem with the designated admin.

4.2 Provision of access to Platform – The Libraries will provide administrative access to anyone within the Partner’s organization upon request.

4.3 Hosting of Platform – The Libraries will install the Platform in a multitenant environment. If a Partner regularly exceeds the average capacity consumed by its peers, an Amendment is required for dedicated resources.

4.4 Maintenance of the Platform – The Libraries will maintain the Platform and server and perform upgrades to software as necessary. The Libraries maintains regular backups of Partner Journals.

4.5 Preservation of content in Academic Commons upon deposit of eligible content to Academic Commons by the Partner.

Section 5: Partner Ongoing Support

The following are the responsibilities of the Partner in ongoing support:

5.1 Selecting a designated Admin lead (responsible for the website) and a designated editorial lead, e.g. Editor-in-Chief. The Partner must identify members of the journal team who will fill the editorial roles.

5.2 Partner must notify The Libraries of the names and contact details for all editorial roles and designated editorial and admin leads prior to the start of the academic year. The Partner must also notify the Libraries if these editorial positions change and update contact information for changing team members.

5.3 If the PPA concerns a student publication, the Partner must also identify at least one Faculty Advisor and indicate who this individual is to The Libraries. If the Faculty Advisor changes, the Partner must communicate this to The Libraries.

5.4 If the PPA concerns a student publication, at least one member of the Partner editorial board must attend each session of the Digital Publishing Workshop series held annually by the Digital Scholarship Librarian commencing in the fall semester at a date and time to be determined.

5.5 Partner holds complete responsibility for assignment of user roles to appropriate

participants (authors, editors, etc.) within and outside Partner's organization.

5.6 Partner is responsible for all editorial tasks including but not limited to soliciting submissions, selecting and peer reviewing content, editing content.

5.7 Partner is responsible for publishing content on the site, annually at a minimum.

5.8 Partner grants the Trustees of Columbia University the non-exclusive right to make a digital copy of the hosted work(s) available for permanent archiving and for public access in the Columbia University Libraries institutional repository, Academic Commons, or any successor initiative based at Columbia University.

5.9 Upon publication Partner must provide PDFs of eligible materials to the Digital Publishing Librarian for deposit into Academic Commons.

5.10 The Partner must keep the information, publishing agreements and administrative materials related to their Journal up to date, including but not limited to: the masthead, written policies and guidelines, publishing agreement precedents, copies of signed publishing agreements, calls for submissions, announcements, and contact information.

Section 6: General Terms

6.1 Bug fixes – The Libraries is only responsible for any bugs that arise from the initial install or any The Libraries-managed upgrades.

6.2 Expansion or reduction of Partnership – Partner can request an expansion at any time, with the understanding that an expansion will render the original agreed- upon Launch Date invalid. If an expansion is desired, The Libraries will respond with new projected timelines for Commencement Date and Launch Date, and if agreed to by the parties, an Amendment recorded to this PPA or, if necessary, a new PPA will be drawn up.

6.3 Force Majeure – Both parties acknowledge the possibility of failure of performance or equipment due to causes beyond such party's reasonable control ("force majeure event"). In the event The Libraries is unable to deliver on any terms of the Partnership as a result of a force majeure event, Partner shall be notified within 24 hours of discovery, and all effort will be expended to repair the issue.

6.4 Columbia Terms of Use – The Libraries offers its Partnership under the auspices of Columbia University's Acceptable Use policy (found at http://www.columbia.edu/cu/policy/network_use.html). The Libraries does not bear responsibility for any action that is taken as required by the Acceptable Use policy.

Section 7: Migration Services

7.1 Partner holds complete responsibility for migration of content from any existing Journal site to new site developed or managed under this PPA unless the Partner requests that the Libraries carry out content migration and an estimate for this service is provided to the Partner by the Libraries and subsequently approved by the Partner.

7.2 The Libraries has several options by which content may be migrated from its original location into the Libraries' Journal site. Each option may carry an associated overhead cost, or a different cost per item, depending on the complexity of the content to be migrated. Should this service be requested and approved, any costs incurred will be detailed and documented in an Amendment to this agreement.

Section 8: Duration of Partnership

8.1 The commencement date of the Partnership is dependent on delivery of Journal site content by Partner. Upon receipt of content and notice of receipt by the Libraries to the Partner, the terms and conditions of this PPA shall apply.

8.2 The latter phase of the Partnership (Hosting, Maintenance, and Reporting) will continue until mutually agreed upon otherwise by the Parties to this PPA.

8.3 The Libraries reserves the right to terminate the publication agreement within one calendar year should the journal partner no longer meet the eligibility requirements.

Section 9: Terms of Termination

9.1 Should the Partner wish to terminate the PPA, it will provide the Libraries with 60 days' notice via email. Upon receipt of notice, and within a reasonable period of time, the Libraries will transfer all Journal content to whomever the Partner designates in the termination notice.

9.2 Should The Libraries need to terminate the PPA, they will provide no less than 120 business days' notice via email.

Amendments to PPA Listed Here: