

**Memorandum of Understanding
for provision of the OUR Journals Service for
Department/Society**

1. Partners

This agreement provides the understanding and agreed expectations concerning the project for the provision of OUR Journals services for **Department/Society**.

2. Project Purpose

The purpose of the project is to develop and launch "**Journal Title**" – an online journal – published by the **Department/Society**, with the support of the University of Otago Library.

3. Project Principles

The **Department/Society** will be responsible for the academic content of "**Journal Title**". Administrative costs associated with journal content will be the responsibility of the "**Journal Title**" Editorial Collective.

"**Journal Title**" will be established on the Open Journal Systems (OJS) platform as a "**Gold**" open access journal.

The Library will be responsible for the technical costs associated with the project – server support and storage, software support and development. Some cost may be incurred by the **Department/Society** when technical costs go beyond the core service e.g. requiring a non-Otago domain.

The Library will set up the OJS software and work to satisfy the **Department/Society** requirements regarding the look and feel of the interface with the templates provided. **Department/Society** acknowledges that any modification beyond the provided templates will be their responsibility and that they may seek support beyond the Library to achieve this.

The Library will train the journal's administrative and editorial staff in the use of OJS software and will work towards ensuring they can independently publish their content.

The proposed launch date for "**Journal Title**" is **TBD**. The Library is committing to providing resources to host, support and ensure access to "**Journal Title**" for five years, unless

- a. At the choice of the **Department/Society**, alternative publishing methods are preferred.
- b. The Editorial Collective ceases to include University of Otago members. The Library reserves the right to review its support for the journal should the current relationships between the **Department/Society** and the Editorial Collective of the "**Journal Title**" change.

4. Cooperation

The Library and the **Department/Society** will cooperate by sharing skills and expertise and by fulfilling agreed responsibilities to ensure the success of the "**Journal Title**" venture.

5. Mechanisms and Processes for Cooperation

A project working group will be formed which includes the staff involved in the project. Regular and open meetings will be held. Any concerns regarding the project will be discussed in an open and professional manner. In the unlikely event that these cannot be resolved, the Library or the **Department/Society** will take concerns to the appropriate higher authority.

There is a risk that the Library resources allocated to the project may be seen as “open ended”. This risk will be mitigated by establishing and adhering to agreed business processes of documenting requirements, and a sign-off process before work can be done.

An annual meeting will be held to document plans and priorities for the journal for the forthcoming 12 months.

6. Review of Agreement

This agreement will be reviewed annually – the next review being in **TBD**.

7. Agreement Date

Signed by the **Department/Society**:

Name: _____

Position: _____

Signed by the Library:

Name: _____

Position: _____