

**Policy on open access
to scientific publications and research data of employees and doctoral students
at the Institute of Organic Chemistry PAS**

The Institute of Organic Chemistry PAS implements the "Policy of open access to scientific publications and research data of employees and doctoral students at the Institute of Organic Chemistry PAS", hereinafter referred to as the "Open Access Policy", thereby setting terms of making scientific publications and research data of employees and doctoral students at the Institute of Organic Chemistry PAS (IOC PAS) available.

§ 1

1. The rights and obligations of the employees and doctoral students at the IOC PAS with regard to ensuring open access to scientific publications and research data developed by them in connection with their employment or training at the Institute are established.
2. The rights and obligations referred to in section 1 above shall also extend to other persons with whom the IOC PAS has concluded contracts, insofar the provisions of such contracts so provide.
3. The Open Access Policy is without prejudice to the provisions of the "Regulations for the Protection and Use of Intellectual Property at the IOC PAS".

§ 2

Whenever the Open Access Policy refers to:

- 1) scientific publications - shall be understood as:
 - a) publications in scientific journals;
 - b) publications in peer-reviewed conference materials;
 - c) scientific monographs and chapters in scientific monographs;
 - d) doctoral dissertations.
- 2) research data - shall be understood as data collected, processed or produced as part of scientific research or development;
- 3) metadata - shall be understood as structured information used to describe resources or information objects, allowing their unequivocal identification and allowing for searching them;

§ 3

1. The employees and doctoral students of the IOC PAS and other persons, referred to in §1(2) above, should endeavour to ensure open access to scientific publications of their authorship by:
 - 1) depositing them in the Digital Repository of Scientific Institutes (RCIN), in electronic form, a preprint, post-print or final version of a scientific publication, as indicated by the publisher (the so-called 'green route'), or
 - 2) publishing them in peer-reviewed open access scientific journals and books (the so-called 'gold route') and depositing them in the Digital Repository of Scientific Institutes (RCIN).

2. Implementation of the recommendations referred to in section 1 above should enable any person to use scientific publications at any time and place, without technical restrictions and free of charge, on the basis of sub-licences granted by the IOC PAS on the basis of non-exclusive licences for these papers granted to the IOC PAS, containing no provisions restricting or excluding the possibility of open access to these papers.
3. The employees and doctoral students of the IOC PAS shall implement the recommendations in accordance with sections 1 and 2 above promptly following the release of a scientific publication.
4. Should it prove impossible to meet the time limit provided for in section 3 above, the employees and doctoral students of the IOC PAS shall ensure open access to the scientific publication no later than within six months of the date of release of the scientific publication.
5. The author(s) of scientific publications is/are permitted to restrict the scope of their use by designating certain categories of persons authorised to use such publications.
6. Assistance in fulfilling the requirements provided for in sections 1-4 above shall be secured by the Plenipotentiary of the Director of the IOC PAS for open access to scientific publications and research data and by the employees of the Library of the IOC PAS;

§ 4

1. The employees and doctoral students of the IOC PAS and other persons referred to in § 1(2) above, are obliged to enable the fulfilment of requirements provided for in § 3(1)-(4) above, in particular by means of an appropriate agreement:
 - 1) with publishers or other relevant entities, including by granting appropriate non-exclusive licences for the use of scientific publications;
 - 2) with co-authors of scientific publications;
 - 3) with authors of original works (if scientific publications constitute adaptations of another person's work);

§ 5

1. The employees and doctoral students of the IOC PAS and other persons, referred to in § 1(2) above, should endeavour to ensure open access to research data and related metadata at their disposal by:
 - 1) procuring the establishment of principles of research data management during and following the completion of scientific research or development, in particular determination of types of research data, terms of their use, including procedures for providing access thereto and archiving;
 - 2) depositing them, in electronic form, in the Digital Repository of Scientific Institutes (RCIN);
 - 3) where possible, making research data publicly available along with granting appropriate non-exclusive licences analogous to those provided for in § 3(2) above;
 - 4) achieving traceability of research data through a common analytical data numbering system for samples made in the Institute's Teams; so that research data are accessible, searchable and reusable; the principles are set out in the Appendix to the Open Access Policy;

- 5) appropriate agreements with entities forming part of research teams, scientific consortia or other relevant entities or co-authors of research data.
2. The employees and doctoral students of the IOC PAS are allowed to restrict the scope of use of research data by indicating selected categories of persons entitled to use such data.
3. The employees of the Library of the IOC PAS responsible for the functioning of the RCIN shall prepare a research data management plan, specifying the types of research data collected in the RCIN, metadata sets and the principles of handling research data, including their accessibility and archiving.
4. Support in fulfilling the requirements provided for in section 1 above, particularly in the area of contact with publishers, is provided for by the Plenipotentiary of the Director of the IOC PAS for Open Access to Scientific Publications and Research Data and by the employees of the Library of the IOC PAS.