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Turning up the Heat:

Taking Your Library's Open Access Journal Publishing Services to the Next Level

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NUTRITION INFORMATION

Open access journal publishing services are increasingly offered in academic libraries. These services commonly begin in a pilot phase, where the library acquires a publishing platform and partners with an initial journal before fully developing the scope of its services and policies. This recipe walks you through the steps of transitioning your library's nascent open access journal publishing services from the pilot phase to a fully cooked program.

LEARNING OUTCOMES/PROJECT OUTCOMES

- Chefs will learn what guidelines, workflows, and documentation to establish and refine in order to guide, strengthen, and promote their newly established open access journal publishing services.
- After the completion of this project, the library will be able to offer a more robust set of journal publishing services.

NUMBER SERVED

This recipe typically serves an entire campus or university, but the serving size will ultimately depend on how you scope your publishing services in step 2 (see Cooking Method).

COOKING TIME

- Prep time: 2–3 weeks
- Activity time: Approximately 1 academic year

DIETARY GUIDELINES

This recipe ties into the *ACRL Standards for Libraries in Higher Education* (2011) Principle 5, Indicator 5.3 (“The library builds and ensures access to unique materials, including digital collections”) by guiding the development of a library service that supports the creation and dissemination of new open access journals.

This recipe also ties into Principle 5, Indicator 5.5 (“The library educates users on issues related to economic and sustainable models of scholarly communication”) by helping libraries put the structure in place to support gold open access and encouraging discussions with editors about new publishing models.

INGREDIENTS & EQUIPMENT

- A journal publishing platform that is already up and running. Recommended platforms:
 - Open Journal Systems (OJS) is an open source platform created by the Public Knowledge Project. It is recommended for libraries that have the technical capacity to install, host, and

maintain their own software.

- Ubiquity Press is a customized version of OJS hosted by Ubiquity Press. It is recommended for small libraries with limited technical resources.
- For additional options, check the *Service Providers List* (Library Publishing Coalition, 2020)
- At least one dedicated staff member who supports the library's publishing services

PREPARATION

- Find out who in the library has the authority to make decisions about the policies and service levels for your publishing program and involve them in your process.
- Consider creating an advisory group of library staff from different areas of the library from whom to solicit feedback.

COOKING METHOD

1. Create a mission statement.

- Articulate the vision and values behind the library's publishing program. Think about what the library hopes to achieve at a high level by supporting open access publishing.
- Review and draw from both the library's and university's mission statements and strategic directions

throughout the process.

2. Develop a service definition.

- Carefully consider and write down the details of the level of service that the library will provide to journals.
- Familiarize yourself with the range of services required to publish a journal and decide what the library can realistically provide based on funding and staffing levels. In order to provide a full range of services, some library publishers may choose to adopt a tiered model, where the library provides a set of “basic” services for all journals, with optional “advanced” services available to journals for a fee.

3. Establish eligibility guidelines and program-level policies.

- Clarify at the outset who is eligible to use the library’s publishing services, using the mission statement as a guide. Some library publishers may choose to only work with journals when an editor is affiliated with the institution, while others may also work with journals sponsored by scholarly societies with no connection to the institution. If student-run journals are supported, consider how to account for regular student turnover, such as by requiring support from a faculty sponsor.
- Establish program-level policies to further ensure that the publishing services being offered align with the program’s mission. Consider policies around what “flavors” of open access publishing are permitted (Are hybrid journals allowed? Delayed open

access journals?) and how “open” published content should be (Is Creative Commons licensing required?). If using a vended publishing platform, check whether the vendor has its own requirements for journals in these areas and, if so, communicate these requirements to journal partners.

4. Develop selection criteria and process.

- Since it may not always be feasible to support every journal that approaches the library, establish a set of criteria to help make decisions about which eligible journals to partner with. Possible criteria may include alignment with the university mission, rigor of the peer-review process, value to the community, etc.
- Once the selection criteria are complete, develop a process within the library for soliciting and reviewing proposals for new journals, which may also involve creating a journal proposal form.
- Depending on the size and selectivity of the program, consider establishing a committee or advisory group to review proposals and help make selections.

5. Clarify roles and responsibilities.

- It is important to highlight at the beginning of a new partnership which tasks the library is responsible for and which tasks the journal is responsible for. One way to accomplish this is by requiring new journals to sign a Journal Services Agreement or a Memorandum of Un-

derstanding (MOU). Be sure to involve general counsel in the development of these types of agreements as required by your institution.

- In addition, it is helpful to create a parallel, internal document that outlines the library’s responsibilities and acknowledges which person, department, or vendor is responsible for each task.
- ## 6. Organize documentation and workflows.
- Gather all of the service documentation that has been created up until this point, along with any system documentation provided by the publishing platform vendor.
 - If using an open source platform, consider updating the publicly available system documentation so that it accounts for any local customizations. Create a publicly accessible repository (e.g., Google Drive, Box, Confluence wiki) to house all of these documents and give access to current and prospective journal partners. Create a second, closed repository (e.g., Google Team Drive, local shared drive, private Box folder, or wiki pages) to store internal documents for members of the library publishing team.
 - Consider implementing a setup form or checklist for onboarding new journals to ensure a consistent process. If using a vended platform, the vendor may provide a journal setup form. If using an open source platform, creating this kind of document typically falls to the library. Fortunately, there are many examples

from other library publishers to draw from, such as the *New Journal Toolkit* (Indiana University Bloomington, 2018). Larger publishing programs might also consider adopting a project management software (such as Basecamp) for managing workflows and keeping track of different journal projects.

7. Promote services.

- Take advantage of existing marketing channels in the library and on campus to promote library publishing services and library-published journals. Create a presence for the publishing program on the library's website and utilize liaison librarians to help promote the program to faculty. Seek out existing journals on campus and talk to them about potential partnerships.
- In addition to conducting outreach to target users, it's critical to conduct

in-reach so that the rest of the library staff (especially public services) is aware of what services are available and to whom.

8. Identify opportunities for continued growth.

- Talk to current journal partners about what's been working and what hasn't been. Review your service definition and identify any service gaps. Evaluate the options for filling these gaps and develop strategies for implementing them in the future.
- Even if there are no resources currently to support the desired service, create a wish list to have on hand as opportunities arise in the future.
- Finally, consult the *Journal Best Practices Checklist* (Library Publishing Coalition, 2020) to identify additional policies and ethical guidelines to enhance existing services.

ADDITIONAL RESOURCES

Indiana University Bloomington. (2018, November 7). New journal toolkit. Retrieved from https://wiki.dlib.indiana.edu/display/IUSW/OJS+3+Instructions+for+Editors?pview=/527370443/531698543/newjournaltoolkit_LPCv2.pdf

Library Publishing Coalition. (2020, April 13). LPC resources roundup: Journal best practices checklist. Retrieved April 29, 2020, from <https://docs.google.com/document/d/1Qcdu1MHHdYHbdk-p8o92J4uQ7llapllmRu2c8-IJvqU/edit?usp=sharing>

Library Publishing Coalition. (2020, February 4). Service providers list. Retrieved April 23, 2020, from <https://librarypublishing.org/publishers-and-service-providers-list/>