

HOPE (Hauptbibliothek Open Publishing Environment) Agreement on Journal Publishing

between the University Library Zurich

and the **Editors:** [list the names of all editors at the time of launch]
for the **Journal:** [name of the journal]

1. Basic Principles

The Hauptbibliothek Open Publishing Environment (HOPE) for journals and conference proceedings, including materials, is a service provided by the University Library Zurich. It is consistent with the Open Science policy set by UZH¹ and aligns with UZH's signing of the Berlin Declaration on Open Access to Knowledge in the Sciences².

The aim of HOPE is to support UZH researchers and editors associated with the UZH with the technical and organizational aspects of launching and managing an electronic Open Access journal. For this purpose, the University Library Zurich offers the use of the electronic journal management system "Open Journal Systems" via the HOPE platform.

2. Conditions

The following principles apply to the publication and management of journals on HOPE:

- 2.1. Journals published on the HOPE platform make academic texts freely accessible in line with the principle of Open Access to scholarly knowledge as set out in the Berlin Declaration.
- 2.2. HOPE has been established for refereed academic papers published in a periodical format. HOPE is not a platform for publishing theses or student papers.
- 2.3. Publishing a journal on HOPE is subject to mutual agreement between the University Library Zurich and the journal's editors.
- 2.4. As the operator of HOPE, the University Library Zurich is responsible for the hosting services and technical operation of the journals published on the platform. The hosting services are run on the servers of UZH's IT services, for which a service level agreement between the University Library Zurich and Central IT Department exists.
- 2.5. Responsibility for the content of the journals and for any related legal liability questions lies solely with the editors. The rights to the articles and texts in the journal remain the property of the editors.
- 2.6. If, in reference to aspects named in paragraph 2.5, claims for compensation and/or costs for legal action are raised by a third party against the contractual parties, either individually or jointly, the editors will release the University Library Zurich from any liability for these claims and will refund any legal costs incurred.
- 2.7. In the event of a breach of any of these principles, the University Library Zurich reserves the right to unilaterally terminate the hosting services of the journals in question.
- 2.8. The University Library Zurich reserves the right to migrate journals to another platform and to convert file formats for archiving purposes.

¹ <https://www.openscience.uzh.ch/en/open-science-at-uzh/open-science-policies/uzh-open-science-policy.html>

² <https://openaccess.mpg.de/Berlin-Declaration>

3. Services provided by the University Library Zurich

The University Library Zurich

- Offers, in collaboration with UZH's IT services, the use of the Open Journal Systems software for the management of academic journals, as well as, on a pilot basis, conference proceedings including materials on the HOPE platform.
- Advises UZH researchers and editors associated with the UZH on launching or migrating academic journals to the HOPE publishing platform.
- Sets up the journal and administrative access for editors and provides training on the usage of HOPE.
- Makes the journals on HOPE freely accessible worldwide via the internet.
- Assigns DOIs (digital object identifiers) to journal articles where appropriate and necessary.
- Registers journals published on HOPE with relevant directories, databases, and with the archiving platform LOCKSS, in consultation with the editors.
- Archives the contents in the ZORA repository if editorial activities are discontinued, and continued hosting of the contents on HOPE would incur costs.
- Is available as a contact for any questions related to journal publishing.

4. Responsibilities of the Editors

The journal editors:

- Nominate a single contact person (and a deputy) for the University Library Zurich who will be available during office hours by telephone or e-mail. The contact person is the journal administrator and has the expertise required to enter and manage documents in HOPE.
- Commit to transfer the rights and obligations arising from this agreement to any newly joining editors.
- Independently publish Issues of the journal in HOPE and upload texts and articles for publication independently. Upon request, the University Library Zurich may agree to assume responsibility for one or more of these steps.
- Select the articles to be published, conduct a review, and format the individual articles. Recommended file formats are PDF/A and/or XML as these are suitable for long-term archiving.
- Ensure that their authors hold all necessary rights to publish their articles on HOPE as Open Access, typically under a Creative Commons license. In the present case [specify the license, congruent with the publishing agreement between authors and editors]:
 - [Creative Commons Attribution \(CC BY 4.0\)](https://creativecommons.org/licenses/by/4.0/deed.en), <https://creativecommons.org/licenses/by/4.0/deed.en>
 - [Creative Commons Attribution – Non Commercial – No Derivatives 4.0 International \(CC BY-NC-ND 4.0\)](https://creativecommons.org/licenses/by-nc-nd/4.0/deed.en), <https://creativecommons.org/licenses/by-nc-nd/4.0/deed.en>
- Are, in accordance with the corresponding Creative Commons license, free to also publish the journal on other web portals or on other channels.
- Conclude a written publishing agreement with the authors of each journal article.

5. HOPE Servers

In principle, HOPE is operational 24 hours a day, seven days a week. The production server may be switched off during the week for back-ups, reorganization, system maintenance, or upgrades. Notice will be given in advance. For maintenance windows of less than 15 minutes, the editors will be notified at least 2 days in advance. For longer maintenance windows, notification will be given 1 week in advance. Upon consultation and mutual agreement, the notice period may also be shorter.

The contact persons at the University Library Zurich provide first level support (i.e. handle all inquiries) during office hours (Monday to Friday 8:30am to 5:00pm, not including public holidays and UZH-specific holidays) and also offer second level support if required. In the event of a service disruption, best efforts will be made to resume operations as quickly as possible.

6. Fees

The operation of HOPE will be provided as a service to UZH researchers and editors associated with the UZH at no charge until further notice.

Should changes in the requirements for the HOPE platform result in higher costs for the operators of HOPE, these costs will be charged proportionally to the journal editors. The University Library Zurich will announce any such changes at least six months in advance.

7. Withdrawal

This agreement can be terminated in writing by either party with a notice period of three months.

Should the journal be withdrawn from the HOPE platform, documents will be removed from the visible area of HOPE no later than three months after the notice of termination has been given.

Exports from HOPE are only possible via the regular export channels and interfaces of Open Journal Systems; they will be carried out by the journal editors.

8. Disclosure

This agreement is subject to all statutory disclosure requirements.

9. Applicable Law and Place of Jurisdiction

This agreement is subject to Swiss law. Place of jurisdiction is Zurich.



10. Signatures

Editor on behalf of the editorial board

[Name and function of the person signing]

[Place, Date]

University Library Zurich
Director

University Library Zurich
Head of Open Science Services

Prof. Dr. Rudolf Mumenthaler
Zurich, [Date]

Dr. Andrea Malits
Zurich, [Date]