

Requesting permission: approaching publishers, lessons learned, and the many successes!

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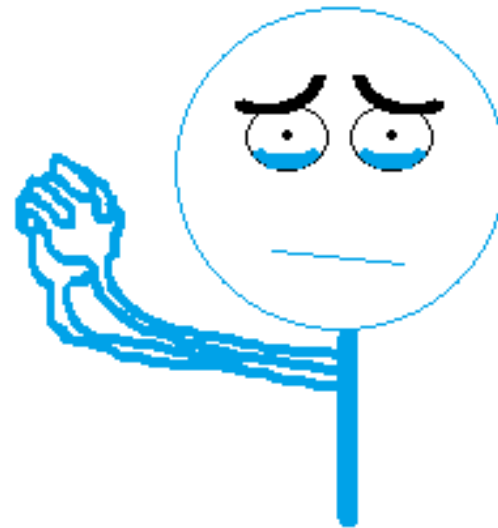
UKCoRR Members day July 2017



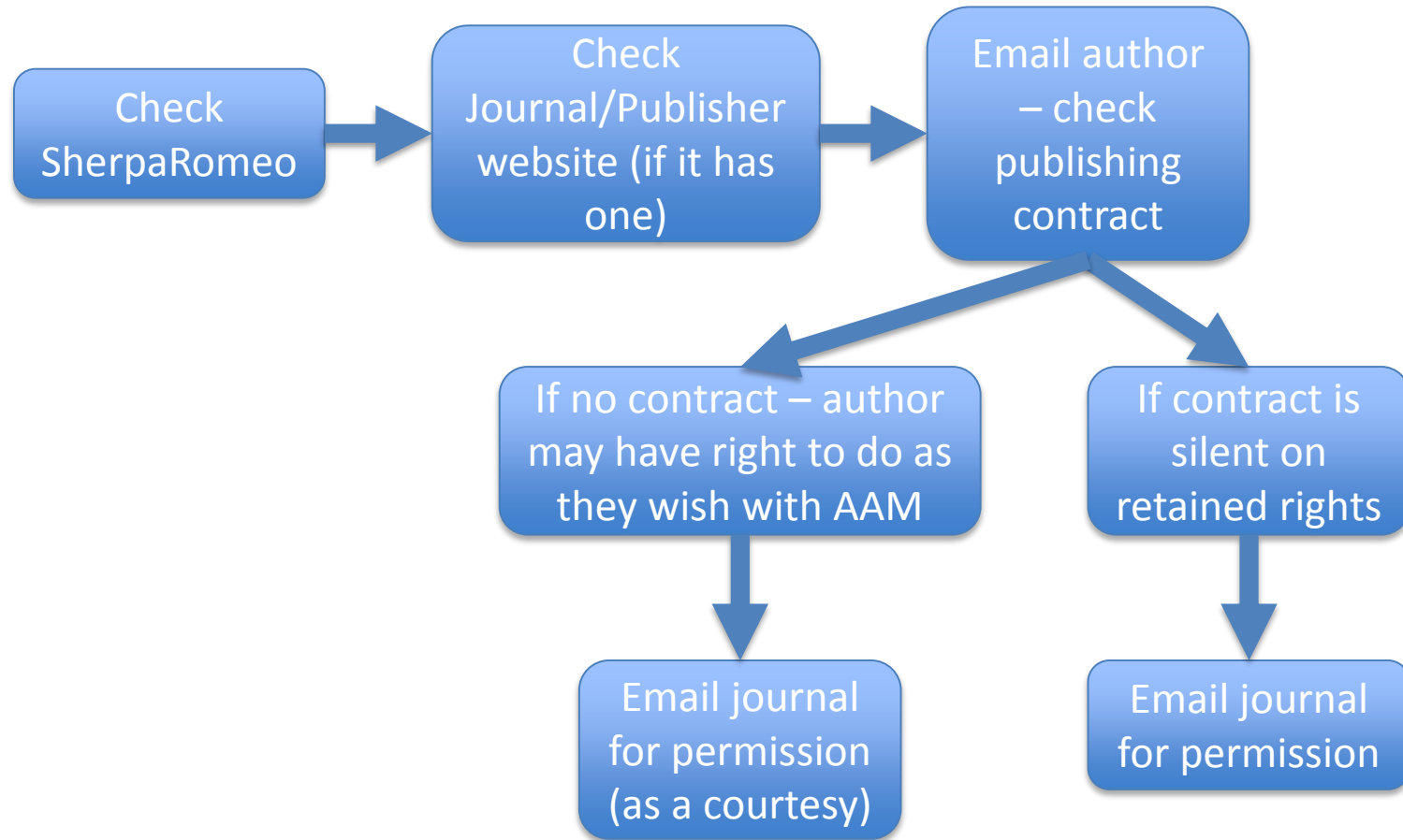
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- Our workflow
- Recording process
- Templates
- What have we learned
- Success stories!
- Some dry statistics
- Some take-aways

**Can we have permission
please Mr Publisher, sir?**



Our workflow



Our process: A Spreadsheet!

We give each request an ID

We record all the output details

Look at all that green!



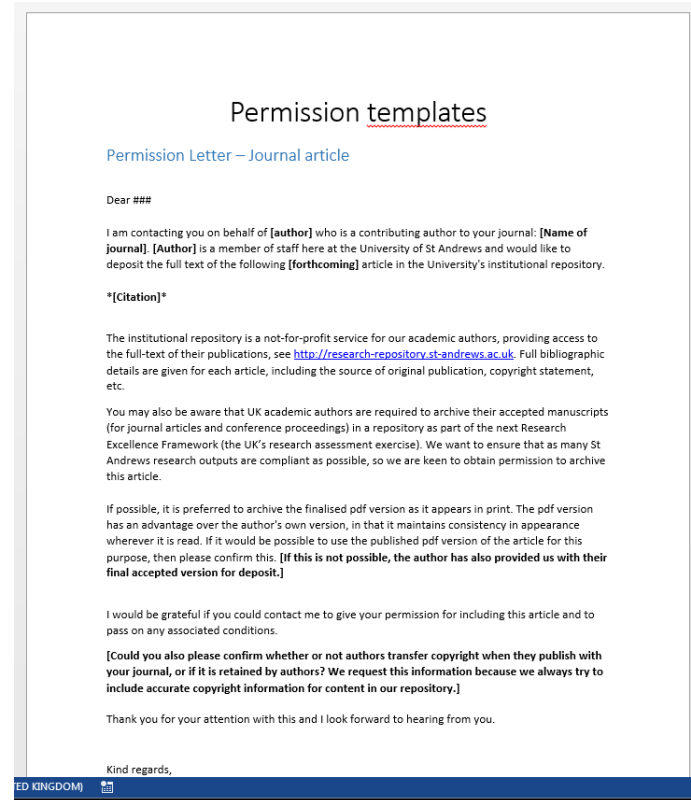
Request ID	Date	Author	Publisher	Publication	Title	Output type	Version	Progress/Notes	Completion
33	PR30	07/04/2016	Ausonlus Editions			Book chapter	AAM	Email sent 07/04/2016. no reply.	Permission granted
34	PR31	10/05/2016	The American Benedictine			Journal article	AAM or VoR	Email sent to author 10/05/2016.	Permission granted
35	PR32	11/05/2016	Centro Storico Benedettino			Book chapter	VoR	Email sent to author 25/03/2016.	No reply - record validated and set to
36	PR33	21/01/2016	Society of Christian Ethics			Journal article	AAM or VoR	Email sent to publisher 21/01/2016.	No reply - record validated and set to
37	PR34	24/05/2016	University of Malta, Institu			Journal article	VoR	Email sent to author 24/05/2016.	Permission granted
38	PR35	24/05/2016	Helsinki Collegium for Adv.			Journal article	VoR	Email sent to journal to clarify Oj	Record validated Low risk as journal
39	PR36	15/06/2016	Getty Publications			Book chapter	VoR or AAM	Emailled Publisher 15/06/2016, r	Permission granted
40	PR37	16/06/2016	Libraweb			Journal article	AAM	Emailled 08/06/2016, replied 16/	Permission granted
41	PR38	05/07/2016	The George Washington Un			Journal article	AAM or VoR	Emailled 05/07/2016, replied gra	Permission granted
42	PR39	05/07/2016	Sheffield Hallam University			Journal article	AAM	Emailled 05/07/2016, followup se	Permission granted
43	PR40	07/07/2016	Edinburgh University Press			Book chapter	VoR	EUP have Green book chapter po	Permission granted
44	PR41	27/07/2016	The Genetics Society of An			Journal article	AAM or VoR	Emailled for permission 27/07/2016.	Publisher does not allow self arch
45	PR42	05/08/2016	be.bra verlag			Book chapter	VoR	Emailled for permission 05/08/20	Permission granted
46	PR43	05/08/2016	V&R Unipress			Journal article	VoR	Emailled for permission 05/08/20	Permission granted
47	PR44	08/08/2016	World Scientific Publishing			Book chapter	AAM	First emailed 12/11/2015. Publis	Permission granted
48	PR45	08/08/2016	Klartext verlag			Journal article	VoR	Emailled 08/08/2016	
49	PR46	08/08/2016	LWL-Institut für westfälisc			Journal article	VoR	Emailled 08/08/2016	
50	PR47	15/08/2016	Arkat-USA, Inc			Journal article	AAM or VoR	Emailled journal 15/08/2016, repl	Permission granted
51	PR48	17/08/2016	University Press Copublish			Book chapter	AAM or VoR	Emailled 17/08/2016. Followup et	Permission granted
52	PR49	17/08/2016	Nomos Verlag			Book chapter	AAM	Emailled 17/08/2016, replied 18/	Permission granted
53	PR50	29/08/2016	Princeton University Press			Journal article	AAM or VoR	Emailled 29/08/2016. Replied - g	Permission granted
54	PR51	29/08/2016	Tirant Lo Blanch			Book chapter	AAM or VoR	Emailled 29/08/2016	
55	PR52	30/08/2016	US Army War College			Journal article	VoR	Emailled 30/08/2016. replied 31/	Permission granted
56	PR53	19/09/2016	Mathesis Publications (for			Journal article	VoR	Emailled 19/09/2016 - added note on request from BBC	
57	PR54	29/09/2016	Cambridge University Press			Journal article	AAM or VoR	Emailled 16/9/2016 - as article pr	Permission granted
58	PR55	22/09/2016	Peeters Publishers			Conference contribution	VoR	Emailled 22/09/2016	Permission granted
59	PR56	14/10/2016	University of Toronto Press			Journal article	AAM	Emailled 14/10/2016, Replied 14/	Permission granted
60	PR57	17/10/2016	Springer			Book chapter		Emailled 17/10/2016	
61	PR58	21/10/2016	Journal of Academic Persp			Journal article		Emailled 21/10/2016	
62	PR59	26/10/2016	Felix Meiner Verlag GmbH			Book chapter	AAM	Emailled 26/10/2016, replied 14/	Permission granted
63	PR60	01/11/2016	Marsilio			Book chapter		Emailled 01/11/2016. Author has	Permission denied
64	PR61	01/11/2016	Unicopli			Book chapter		Emailled 01/11/2016. Author has	Permission granted
65	PR62	04/11/2016	Indiana University Press			Journal article	AAM or VoR	Emailled 04/11/2016. Replied gra	Permission granted
66	PR63	08/11/2016	Franz Steiner Verlag			Book chapter		Emailled 08/11/2016. Replied 28/	Permission granted
67						Book chapter		Emailled 08/11/2016. Replied 28/	Permission granted
68	PR64	08/11/2016	SCM Press			Book chapter	VoR	Emailled 08/11/2016, Replied 08/	Permission granted
69	PR65	08/11/2016	Edinburgh University Press			Book chapter	Proof	Emailled 08/11/2016, permission	Permission granted
70	PR66	09/11/2016	The University of Missour			Journal article		Emailled 09/11/2016. Emailled to	Permission granted

Our Process, cont...

- The responses to permission requests (emails) are copied to a folder and renamed according to the ID in the spreadsheet
- So, we can quickly find a permission email if needed, say if a take-down request was received
- But is this the best way?
 - It is future proof?
- We think it's important to keep the emails in their original form for authenticity
- But is an email admissible as proof in this context?

Templates help

- Permissions are time-consuming!
- Templates help (a lot)
- In many cases the standard template doesn't quite fit and requires a little tweaking, e.g.
 - If you've contacted them before
 - If the book isn't yet released
 - If the journal is sort of 'open access'



The image shows a screenshot of a document titled "Permission templates" with a subtitle "Permission Letter – Journal article". The text is a formal letter template with several placeholder fields in brackets. The letter is addressed to "Dear ###" and discusses contacting an author on behalf of a journal. It includes a section for a citation, information about the institutional repository, and a request for permission to archive the author's work. The letter concludes with a thank you and a sign-off "Kind regards,".

Permission templates

Permission Letter – Journal article

Dear ###

I am contacting you on behalf of [author] who is a contributing author to your journal. [Name of journal]. [Author] is a member of staff here at the University of St Andrews and would like to deposit the full text of the following [forthcoming] article in the University's institutional repository.

(Citation)

The institutional repository is a not-for-profit service for our academic authors, providing access to the full-text of their publications, see <http://research-repository.st-andrews.ac.uk>. Full bibliographic details are given for each article, including the source of original publication, copyright statement, etc.

You may also be aware that UK academic authors are required to archive their accepted manuscripts (for journal articles and conference proceedings) in a repository as part of the next Research Excellence Framework (the UK's research assessment exercise). We want to ensure that as many St Andrews research outputs are compliant as possible, so we are keen to obtain permission to archive this article.

If possible, it is preferred to archive the finalised pdf version as it appears in print. The pdf version has an advantage over the author's own version, in that it maintains consistency in appearance wherever it is read. If it would be possible to use the published pdf version of the article for this purpose, then please confirm this. [If this is not possible, the author has also provided us with their final accepted version for deposit.]

I would be grateful if you could contact me to give your permission for including this article and to pass on any associated conditions.

[Could you also please confirm whether or not authors transfer copyright when they publish with your journal, or if it is retained by authors? We request this information because we always try to include accurate copyright information for content in our repository.]

Thank you for your attention with this and I look forward to hearing from you.

Kind regards,

ED KINGDOM

Lessons Learned

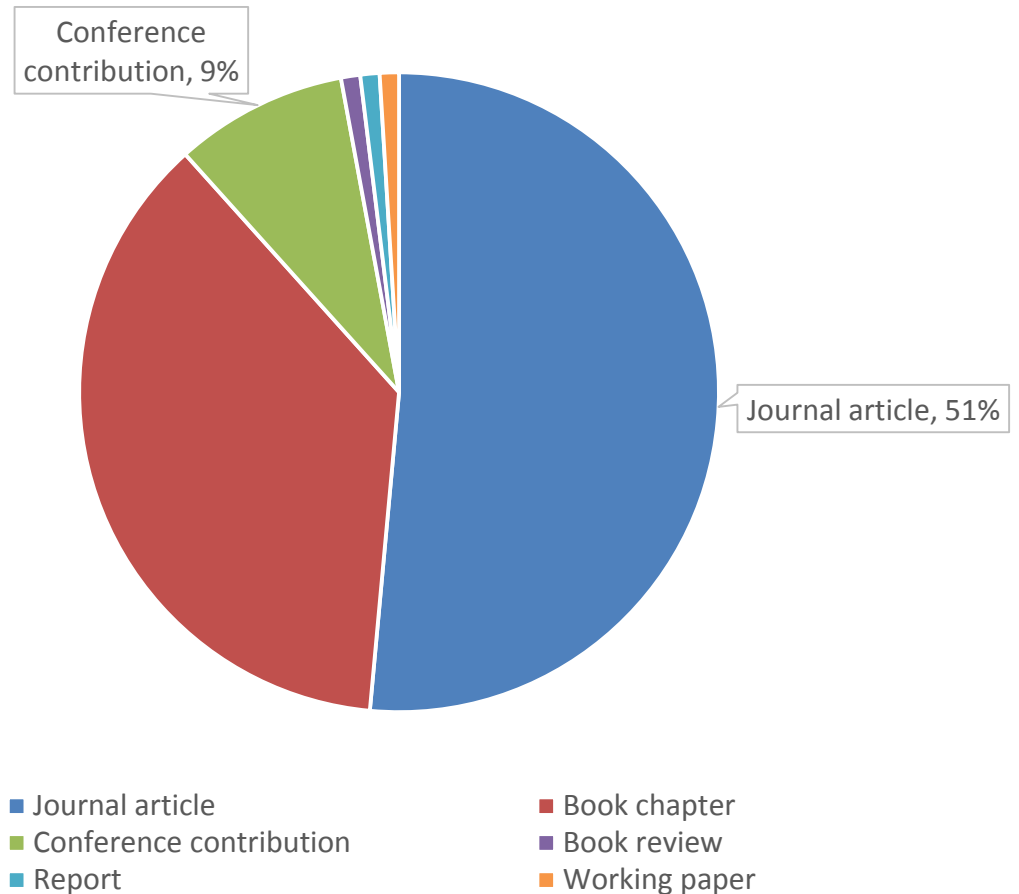
- This is more often the norm for humanities
- Small publishers often have a closer relationship with their authors – so we try to keep this in mind
- We never push for OA, and if they decline we see their point of view and thank them (no matter how rude they may be)
- Most small publishers are delighted to have their stuff hosted elsewhere
- A lot of small publishers are pro-OA without even realising it
- Contacting lone-wolf journals and small publishers is great advocacy practice, and making new contacts across the world is very satisfying!
- A bit of flattery never hurts
- And...sadly you can't win 'em all

Some success stories

- Small society publisher – colleague emailed because DOI didn't resolve, so she ended up walking them through the process of registering DOIs with CrossRef.
- US university Press. I helped their rights manager understand UK OA landscape – this fed into their OA policy
- University of Helsinki Library – ended up discussing OA in Finland – I hadn't realised that they were early pioneers! And learned that one of their colleagues had visited us in St Andrews many years ago.
- German copyright law
- Medieval studies journal asked if they may tweet a link to our repository
- Most recently the Austrian Embassy in Poland granted permission – and sent a copy of the final version for deposit!
- ...

Some statistics

The 100 most recent permission requests:	
Journal article	53
Book chapter	38
Conference contribution	9
Book review	1
Report	1
Working paper	1



- 60% of permission requests potentially in scope for REF OA policy
- Potential reduction of REF exception 39c - *The publication concerned actively disallows open-access deposit in a repository, and was the most appropriate publication for the output.*

Food for thought

- What do you do when a publisher or journal doesn't reply
 - Risk management
 - Is no news good news?
 - Rely on take-down policy?
- How long do you wait before chasing
 - Often 4-6 weeks
 - But should it be shorter?
- What if it's in scope for REF, do you make a firmer case?
- Foreign language journals, do you translate your request?
 - Google translate?
 - Do you take advantage of a multilingual colleague?
- We just take a simple 'yes' as good enough, as long as it's from the journal/publisher. But should we need something a bit more authoritative? Should we check the person's credentials? Are we always sure they even understood the question?
- Should we do more to protect our collections?

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