**ScholarWorks@BGSU: Journal Hosting Memorandum of Understanding**

BGSU University Libraries seek to advance scholarly communications and to support open-access academic publishing initiatives. To that end, University Libraries (UL) enters into the following agreement:

Publisher/Editor:

Journal:

University Libraries (UL) Responsibilities:

1. Make the contents of the journal available online via the Berkeley Electronic Press system (bepress) for as long as the agreement remains in force.
2. Provide a library liaison to lead the development process of the journal site, including site design and set-up. (Training will be provided by bepress via the telephone and webinars.)
3. Provide the Publisher/Editor with password access to the bepress system to manage the journal content.
4. Submit content to the Directory of Open Access Journals ([www.doaj.org](http://www.doaj.org)) to facilitate access to the journal.
5. Register the journal with the Library of Congress ([www.loc.gov/issn](http://www.loc.gov/issn)) to obtain an ISSN.
6. Supply DOIs to journal content published under this agreement.
7. Continue to host journal if BGSU affiliation (editor) changes. A continuing BGSU affiliation (ex. editorial board member) would be highly encouraged.

Publisher & Editor Responsibilities:

1. Grant UL a non-exclusive, worldwide license for electronic dissemination of all journal content, including abstracts, tables of content, reference lists, and metadata. If the journal ceases publication, existing issues remain in ScholarWorks@BGSU.
2. Participate fully in the journal set-up, including site design and online training, and agree to incorporate UL established elements on the journal site. Established elements include BGSU University Libraries logo, menu bar with ScholarWorks@BGSU links, and specific author agreement language.
3. Contribute, edit, review, and prepare for publication all journal content covered under this agreement.
4. Assume full responsibility for obtaining the authors’ agreements to include their material in the journal and will obtain necessary permissions for re-use of any copyrighted materials; Authors retain their copyright.
5. Hold BGSU and University Libraries harmless for any damages, costs or losses whatsoever arising in any circumstances from these services including damages arising from the breakdown of the technology and difficulties with access.
6. Take full responsibility for the content of the journal and indemnify BGSU and University Libraries from claims, damages, or legal actions arising from that content.

This agreement will begin with the signature of the authorized representatives of the Publisher and BGSU Libraries and continue indefinitely unless either party provides ninety (90) days written notice of intent to terminate.

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Dean of University Libraries Date

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Journal Editor/Publisher Date