

Things to know about KUPS

Information on the service and profile of KUPS, as well as the content and legal issues

1. About KUPS

What kind of service does KUPS offer?

The Cologne University Publication Server (KUPS) is the institutional repository of the University and City Library of Cologne (USB). The USB Cologne

- offers all members of the University of Cologne the technical and organizational framework to publish their scientific publications electronically
- provides long-term archiving and continued accessibility of the documents (at least 5 years) depending on technical conditions
- ensures stable addressing of documents by using persistent identifiers (URN)
- enriches electronic publications with bibliographical metadata, thus making them searchable within library catalogues and by search engines
- enables the exchange of metadata with other servers using an OAI 2.0 interface

What are benefits of an online publication with KUPS?

By publishing on the internet you opt for an uncomplicated and up-to-date publication form with numerous advantages

- quick, easy and free of charge way of publishing
- long-term worldwide availability without any access restrictions
- stable addressing by using persistent identifiers to guarantee citability
- professional enrichment of the document with bibliographic metadata
- references and searchability in library catalogues, databases and search engines worldwide

Who can publish in KUPS?

KUPS is open to all members of the University of Cologne, e.g.:

- Students and postgraduates
- Professors and lecturers
- Research Fellows
- Members of central facilities of the University

Which types of documents can be published?

Various scientific documents can be published, e.g.:

- Final theses such as dissertations and Habilitation theses, diploma and magister theses, bachelor and master's theses
- Mathematisch-Naturwissenschaftliche Fakultät only: dissertation abstracts
- Monographs or book chapters from edited volumes
- Journal articles, proceedings, research reports

- Papers from conferences and workshops
- Monograph series of the University of Cologne

If you want to publish a document which does not fall within these categories please contact the Team Elektronische Hochschulschriften (http://www.ub.uni-koeln.de/res/listen_e_mail/elektronische_hochschulschriften)

In KUPS you can also deposit a document which you have already published elsewhere or which you intend to release through a publisher. Please check your publishing agreement whether you are allowed to publish parallel copies on institutional repositories such as KUPS. Further information can be found in the section “Legal issues”.

Once published on KUPS documents may only be modified or deleted in very exceptional cases (mainly concerning legal problems). This guarantees the authenticity and citability of the published documents. If you wish to modify your publication you have to submit a new version of the document comparable to the process of a new edition in printed publications.

How long will the documents stay online?

The documents will remain available for at least 5 years and beyond that for as long as the technical requirements can be met at a reasonable expenditure.

What kind of legal conditions apply?

In the section “Legal issues” we have compiled important information concerning copyright and usage regulations.

Is there a report to the VG Wort / Will I receive a copyright fee ?

No. Currently we do not report usage numbers to the VG Wort (Verwertungsgesellschaft Wort, Munich; VG Wort is responsible for the monitoring of usage numbers and the distribution of copyright fees to registered authors).

Do you need further information?

Please do not hesitate to contact our Team Elektronische Hochschulschriften (http://www.ub.uni-koeln.de/res/listen_e_mail/elektronische_hochschulschriften)

2. Open Access

What is Open Access?

For more than ten years Open Access has been established as a new publication model. Scientific documents are made available on the internet without any access restrictions. The author's

intellectual property rights remain unaffected. There are no financial, legal or technical barriers. Documents can be downloaded, printed, copied and forwarded without any limitations.

Important obligation for users: the correct citation of authorship.

The principles of Open Access were defined in the Berlin Declaration of Open Access (<http://openaccess.mpg.de/>). Further information can be found on open-access.net (<http://www.openaccess-germany.de/startseite/>).

KUPS and Open Access

The USB Cologne supports the idea of Open Access. With KUPS the USB provides a hosting platform for all university members to make their publications freely available on the Internet. Publications will be found by search engines. Scientific content is distributed globally. Authors keep their copyrights without any restrictions (for further information see section "Legal issues").

Benefits of Open Access

Publishing open access has several benefits:

- long-term worldwide availability on the internet
- widest possible dissemination of scientific content
- searchable in search engines and bibliographical catalogues
- easy way of scientific exchange with other research groups

3. Legal issues

Authors' rights when publishing on KUPS

As author you still have all exploitation rights after publishing on KUPS, which means that you can optionally publish your document anywhere else in printed or electronic form, for example as a monograph, in a journal, or on a website. The USB Cologne simply has a non-exclusive right of use to your document.

You are planning a parallel publication with a publisher

If you intend to publish your document with a publisher make sure that you do not cede all your publication rights to the publisher. It is important to keep your right to a second publication, especially for a digital one. Otherwise publishing on KUPS will not be possible.

Non-binding information on individual publishing agreements made with publishers are offered by SPARC Authors Addendum (<http://sparcopen.org/our-work/author-rights/brochure-html/>) and in the section Authors (<https://www.open-access.net/DE-EN/information-for-different-target-groups/authors/>) on openarchive.net.

You have already published elsewhere

If you want to upload a document into KUPS which has already been published, it depends on your publishing contract. A lot of publishers allow archiving documents in a non-profit university repository (such as KUPS). This is called the green road of open access or self-archiving.

An overview of policies of different publishers can be found in the SHERPA/RoMEO Listings Publisher's copyright policies&Self-Archiving (<http://www.sherpa.ac.uk/romeo/index.php>). Many additional links are summarized on the copyright information page of the Max Planck Society (<http://edoc.mpg.de/doc/help/copyright.epl>).

Important note concerning copyright and rights of use

Electronic publications stored on the internet are protected by the German Copyright Act (Urheberrechtsgesetz, UrhG). Thus the copyright of your digital publication is protected to the same extent as a printed publication.

It is not allowed to use electronic documents in an illegal way. Especially intellectual property rights, as laid down in §53 of the German Copyright Act of Reproduction for private and other personal use (http://www.gesetze-im-internet.de/urhg/_53.html) have to be observed.

When uploading documents into KUPS you have the opportunity to define special conditions of use by choosing one of the Creative Commons Licence types (<http://de.creativecommons.org/was-ist-cc/>). With these you can define more precisely how your document may be used.

4. Policy of the Kölner UniversitätsPublikationsServer KUPS

Guidelines and content criteria of KUPS

The Kölner UniversitätsPublikationsserver KUPS offers all members of the University of Cologne the organizational and technical framework for digitally publishing scientific documents. For this purpose and in compliance with quality standards the University and City Library (USB) Cologne provides scientific documents for research and teaching on the internet.

The digital documents receive persistent identifiers and addresses, and are indexed within national and international library catalogues, search engines, and other reference tools. Furthermore, digital preservation is guaranteed for at least five years.

Recommendations and standards of national and international organizations such as the Deutsche Initiative für Netzwerkinformation (DINI) or the Open Archives Initiative (OAI) are taken into account in the operation and the development of the Kölner UniversitätsPublikationsServer.

The collection guidelines of the USB Cologne for digital documents

The collection mandate of the USB consists of collecting, cataloguing and archiving all scientific documents published on KUPS by members of the University of Cologne.

Authors' intellectual property rights will be observed. Publishing the document on KUPS is not an obstacle to publish it elsewhere, like in scientific journals, monographs or on other document servers. In accord with the recommendations of the German Science Council ("Wissenschaftsrat") all scientists in Germany are called upon to secure additional rights of use when negotiating with publishers and to publish their documents in KUPS, perhaps after a certain embargo period.

The observation of third party legal rights regarding copyright and usage are the sole responsibility of the authors or the editors of the digital documents.

Authors are encouraged to use Creative Commons Licenses (<http://de.creativecommons.org/was-ist-cc/>)

Digital Documents

The term »digital document« as used in this policy is defined as a document based on text and images, that is stored in digital form on a data medium, and that is distributed via computer networks. It is planned to extend this term towards multimedia documents that include audio and video sequences.

A document published on KUPS should meet the following requirements:

- It is intended for distribution to the public.
- It is not a dynamic document. If changes are necessary in the document a new version will be stored.
- It fulfills the technical parameters given by USB.

The contents of the documents are described formally and textually by the author or a representative through a www-form and then uploaded to KUPS. This data is available for an agreed period of time (at least five years). Ultimately published documents cannot be altered or deleted. The content indexing of the documents is carried out by the author using free keywords and a DDC-notation.

Prerequisites for publishing electronic documents in KUPS

The following categories of electronic documents are stored and distributed via KUPS:

- Final theses such as dissertations, habilitation dissertations, diploma and magister theses, bachelor or master's theses
- Mathematisch-Naturwissenschaftliche Fakultät only: Dissertation abstracts
- Monographs or book chapters from edited volumes
- Journal articles, proceedings, research reports
- Papers from conferences and workshops
- Publication series of the University of Cologne

All Members of the University of Cologne as well as central facilities of the University are entitled to publish on KUPS.

Content classification

When publishing on KUPS authors are asked to prepare an abstract and to choose free keywords for the content indexing of their document. In addition to that, authors have to classify their publication by choosing a DDC-notation which is necessary for the exchange of data by OAI-PMH-Protocol, e.g. with the German National Library. This makes it easier to retrieve and to find the document on the internet.

Technical characteristics of KUPS

- The digital documents are given individual and permanent addresses which enable direct access to the documents. The addresses are registered as URNs (Uniform Resource Name). The administration and maintenance of URNs is guaranteed by the USB Cologne.
- Finding digital documents is possible through KUPS, library catalogues, bibliographic searches of metadata, as well as regional and national library systems, search engines and OAI service providers such as BASE (<http://www.base-search.net/>) and OAIster (<https://www.oclc.org/oaister.en.html>).
- International standards such as the guidelines of the Open Archives Initiative (OAI) are used for the indexing, storage and archiving of digital documents and for the exchange of metadata
- The archival life of the documents depends on the availability of the format, the viewer software as well as the conversion options. The archiving period is at least 5 years

Organizational rules

KUPS is operated by the USB Cologne. The digital publication is free of charge for members of the University of Cologne. Contact address for all questions concerning KUPS is the Team Elektronische Hochschulschriften (http://www.ub.uni-koeln.de/res/listen_e_mail/an_das_team_elektronische_hochschulschriften).

We thank the Arbeitsgruppe Elektronisches Publizieren of the Humboldt University Berlin whose policy for its document repository served as template.