

Open Access Publications Policy
of
Institute for Chemical Processing of Coal

Following the principles of transparency and providing everybody with access to the knowledge with no restrictions, the Institute for Chemical Processing of Coal implements the Open Access Policy regarding the scientific publications.

General Terms and Conditions

§ 1

1. The established Open Access Policy does not violate the rights and the obligations deriving from the Act of 4th of February 1994 r. on the copyright and related rights (unified text: Dz.U. [Journal of Laws] 2017.880), as well as the Work Regulations of the Institute for Chemical Processing as defined within the „Regulations of copyright management and related rights as well as industrial property rights and principles of commercialization of the scientific results of research and development studies”.
2. The Open Access Policy refers to employees of the Institute for Chemical Processing of Coal in Zabrze, Poland and applies to all publications that have been created as part of the duties of employment at the Institute and were financed from public funds (MNiSW, NCN, NCBiR, KE).
3. In the Open Access Policy the following definition of terms applies:
 - a) „Scientific publications”:
 - publication in national and international scientific journals,
 - publications in peer-reviewed conference materials;
 - scientific monographs and chapters in scientific monographs,

- b) „Gold Open Access route” – open access in the time of publication; the final publisher’s version is Open Access via the Journal’s website, related to Open Access journals and books.
- c) „Green Open Access route” - making the version of work freely available in an Open Access repository.
- d) „institutional repository” – an IT tool for depositing, storing and sharing by web, the scientific achievements of the institute’s employees.

Open Access to scientific publications

§ 2

1. The Institute seeks to provide Open Access to scientific publications by making them freely available so that everyone can have an access to them in any place in any time and can use them with no restrictions and no charges; the Institute will grant a license – Creative Commons (CC BY, CCBY-SA), implementing the rule of parallel routes:
 - a) publishing in peer-reviewed Open Access scientific journals and books (Gold Open Access route),
 - b) depositing an electronic version of the publication, eventually the author’s version or the version accepted by publisher’s policy (Green Open Access route) in the institutional repository (Scientific and Technical Knowledge Base "BAWINATECH" at the Main Library of the Silesian University of Technology in Gliwice); deposition should take place not later than 6 months from the date of publication, unless the contract with publisher specifies otherwise.

2. Issue, mentioned in §2 para. 1b, of making the publication freely available is ensured as quickly as possible from the date the document is accepted for publication. The Authors pass the publishing acceptance notification to a designated employee of the Planning, Controlling and Public Procurement Team.

3. In case of co-authored works, their Open Access requires the agreement on the implementation of the obligation referred to §2 para. 1 by all the authors of the publication.
4. In case the obligation mentioned in §2 para. 1 is not possible to do, the obligations of Open Access Policy can still be considered as done if the efforts to open the access to the publication were taken and documented.
5. The Open Access Policy is implemented on the basis of the annual Plan of Actions covered by the intellectual property rights.

Coordinator for Open Access Policy

§ 3

The Coordinator for Open Access has been established at the Institute for Chemical Processing of Coal.

Among the tasks of the Coordinator for Open Access are:

- a) developing qualifications through participation in courses concerning Open Access, organized by MNiSW,
- b) supervision over the implementation process of the Open Access Policy,
- c) ongoing assessment of the implementation status of the Open Access Policy at the Institute, as well as planning activities in this area,
- d) consulting and supporting the Institute's employees in the implementation of the Policy,
- e) creation and quarterly update of the "List of suggested Open Access journals" constituting an attachment to the Action Plan covered by intellectual property rights.
- f) reporting the results of implementation of the Open Access Policy for the previous year by the end of the first quarter of the following year.

Effectiveness of the Open Access Policy

§ 4

1. The Institute's employees collect proofs of the actions taken in relation to the obligations resulting from this Policy and their effects.
2. The annual report concerning the implementation conclusions of Open Access Policy for the previous year is published on the Institute's website.
3. The implemented Policy applies to Publications created after the entry into force of the Open Access Policy of the Institute for Chemical Processing of Coal in Zabrze.