Publication Partnership Agreement

**Express Level of Support**

This document outlines the responsibilities that both CDRS and the Partner agree to fulfill in an effort to produce a high quality digital product that will have wide-reaching impact on related disciplines and the broader community. The agreement ensures that CDRS and the Partner help to fulfill the University's mission to "...advance knowledge and learning at the highest level and to convey the products of its efforts to the world." CDRS is uniquely situated to assist with the advancement and dissemination of Columbia-produced scholarly content because of the Center's alignment with both Information Technology and trends in scholarly communication.

This document represents a Publication Partnership Agreement ("PPA") between the Center for Digital Research and Scholarship ("CDRS") and [Journal Name] ("Partner"). Under this PPA CDRS assumes the role of production and the Partner fulfills the editorial role and associated responsibilities. This PPA remains valid until superseded by a revised agreement mutually endorsed by the stakeholders. Incremental changes will be recorded in an Amendments section of this Agreement and are effective upon mutual endorsement by the primary stakeholders. Amendments may incur additional costs.

**Section 1: Definitions**

1.1 “Platform” shall mean one or more applications installed and hosted by CDRS and utilized by the Partner to distribute academic content via the Internet. CDRS will provide a software and web interface bundle that is offered as an open source application.

1.2 “Journal” shall mean the content placed into the Platform by the Partner.

1.3 “Configuration” shall mean any method by which the Platform is changed from its default installation state.

1.4 “Workflow” shall mean the manner in which all the pieces of the Platform work.

1.5 “Server” shall mean the hardware and the file system on which the Platform install has occurred.

1.6 “Permission(s)” shall mean any type of view, read, write, or execute ability to folders and files within the server on which the system is hosted.
1.7 “Patches” shall mean any incremental software fixes released by the Platform developers.

1.8 “Upgrades” shall mean the install of any new version of the application as released and verified by the Platform developers.

1.9 “Admin” shall mean a person designated by the Partner to have permissions to publish journal content and add content to all areas of the site, and who is authorized to add or remove other users.

1.10 “User” shall mean any person who is given access to the Platform.

1.11 “Partnership” shall mean the offering CDRS provides as a whole, not restricted to Platform install and maintenance. Please see Section 2 for full definition.

1.12 “Commencement Date” shall mean the date that CDRS will start development work on the Partnership.

1.13 “Launch Date” shall mean the date that the Platform will be available to the Partner, as set forth in the proposal or such other written notice from CDRS to Partner. Notwithstanding anything in this Agreement or any Partner Order to the contrary, no Partner-requested date for delivery will be effective unless and until confirmed in writing by CDRS.

1.14 “Reporting” shall mean text status updates from CDRS to the Partner concerning actions that have been performed on the Platform.

1.15 "Migration" shall mean a transfer of content by CDRS or Partner from a specified location, whether digital or analog, into the new application.

Section 2: Definition of Partnership
For the Express level of Journals partnership, CDRS provides the following:

2.1 Setup of publication Platform on library servers.

2.2 Setup of Journal according to template, which includes access to upgrades at no additional cost.

2.3 Provision of access to Platform.

2.4 Hosting of Platform.

2.5 Implementation of branding on site per Partner-provided palette and logo.

2.6 Maintenance of the application and underlying systems.
2.7 Reporting concerning status of the system as a whole and actions taken upon said system.

2.8 Preservation of the permanently hosted content in Academic Commons, Columbia University’s digital research repository (regardless of the future of the partnership).

2.9 Access to analytics information.

2.10 Registration in relevant locations, e.g., WorldCat, Columbia Library’s Online Catalog (CLIO), the Directory of Open Access Journals (DOAJ), ISSN Office (if needed).

2.11 Minting of unique identifiers (e.g., DOI) to online content through EZID (http://n2t.net/ezid/). Over the period of the partnership specified in this agreement. Upon dissolution of the agreement, Partner understands and agrees that the maintenance of both the identifiers and the hosted content becomes the sole responsibility of the Partner. DOI maintenance will be managed through a separate EZID account to be configured at that time.

Section 3: Description of Partnership
The following detailed offerings are the responsibility of CDRS in the ongoing support of this Agreement:

3.1 Install of Platform – CDRS will perform a full install of the Platform software. Any default setting decisions made during installation will be relayed to the Partner. Any application setting decisions that require Partner feedback will be done in tandem with the designated admin.

3.2 Provision of access to Platform – CDRS will deliver appropriate permissions, as well as access documentation, to any requested users within the Partner’s organization.

3.3 Hosting of Platform – CDRS will install the Platform at a server location with 10 gigabytes of storage space, with an expectation of a maximum of 10,000 visits per month. If Partner exceeds this capacity, an Amendment is required.

3.4 Maintenance of the Platform – CDRS will maintain the Platform and server and perform upgrades to software as necessary. CDRS maintains regular backups of Partner Journals.

3.5 Preservation of content in Academic Commons – CDRS will conduct a regular analysis of all hosted content for deposit eligibility and coordinate addition of content to AC with the Partner.
Section 4: Partner Requirements
The following detailed responsibilities and/or requirements in support of this Agreement:

4.1 Partner is responsible for selecting a designated Admin lead and a designated editorial lead, e.g. Editor-in-Chief, (these may be the same person). Partner must indicate to CDRS who these individuals are prior to install, and must notify CDRS when/if these roles are assigned to new individuals.

4.2 Partner holds complete responsibility for assignation of user roles to appropriate participants (authors, editors, etc.) within and without Partner’s organization.

4.3 Partner is responsible for publishing content on the site, annually at a minimum.

4.4 Partner grants Columbia University the non-exclusive right to make a digital copy of the hosted work(s) available for permanent archiving and for public access in the Columbia University Libraries/Information Services research repository, Academic Commons, or any successor initiative based at Columbia.

Section 5: General Terms of Partnership
5.1 Bug fixes – CDRS is only responsible for any bugs that arise from the initial install or any CDRS-managed upgrades.

5.2 Unrecoverable configuration – Should the Partner be unable to correct bugs created by construction and/or customization, CDRS will roll back the site to its original install settings.

5.3 Expansion or reduction of Partnership – Partner can request an expansion at any time, with the understanding that an expansion will render the original agreed-upon Launch Date invalid. If an expansion is desired, CDRS will respond with new projected timelines for Commencement Date and Launch Date, and if this is agreeable to parties, an Amendment will be created or, if necessary, a new PPA will be drawn up.

5.4 Transfer of Stakeholding – Either the Partner or CDRS may change their designated stakeholders at any time. Notification should be given 10 business days prior to stakeholder transfer, and an Amendment attached to the PPA.
5.5 Force Majeure – Both parties acknowledge the possibility of failure of performance or equipment due to causes beyond such party’s reasonable control (“force majeure event”). In the event CDRS is unable to deliver on any terms of the Partnership as a result of a force majeure event, Partner shall be notified within 24 hours of discovery, and all effort will be expended to repair the issue.

5.6 Columbia Terms of Use – CDRS offers its Partnership under the auspices of Columbia University’s Acceptable Use policy (found at http://www.columbia.edu/cu/policy/network_use.html). CDRS does not bear responsibility for any action that is taken as required by the Acceptable Use policy.

5.7 Partner holds complete responsibility for migration of content from existing site to new site unless content migration is requested and quote for this service approved.

Section 6: Supplemental Services
6.1 Migration service – CDRS has several options by which our staff would migrate Partner's content from its original location into the journal site. Each option carries an associated overhead cost, and each also has a different cost per item, depending on the complexity of the content to be migrated. Should this service be requested, these costs will be detailed and documented in an Amendment to this agreement.

6.2 No conversion of video can be performed by CDRS unless DAT or other masters are available, in which case a separate quote and schedule for video conversion will be delivered by the CDRS Video team.

Section 7: Duration of Partnership
The commencement of the initial phase of the Partnership (Install and Access) is dependent on delivery of representative site content by Partner.

The latter phase of the Partnership (Hosting, Maintenance, and Reporting) will continue until mutually agreed otherwise.

Section 8: Terms of Termination
Should Partner wish to terminate the Partnership, CDRS requests a minimum 30 business days’ notice via email. CDRS will transfer all content and access rights to whomever the Partner designates.

Should CDRS need to terminate its support of the Partnership, they will provide no less than 120 business days' notice via email. Staff will be on
hand for the duration of that time period to facilitate handoff and deliver training to any members of the Partner's organization.

Upon dissolution of this PPA, Partner understands and agrees that the maintenance of both the identifiers and the hosted content becomes the sole responsibility of the Partner. DOI maintenance will be managed through a separate EZID account to be configured at that time.

Section 9: Stakeholders
Stakeholders will be considered primary points of contact between CDRS and Partner. While direct communication will go on between other participants in the project, Partnership-level conversations must include and be signed off by stakeholders as designated. When either CDRS or Partner changes stakeholders, notification is required.

Name, Dept Email
___________, CDRS Director ________@columbia.edu
___________, [Journal Name] ________@columbia.edu

Section 10: Endorsement

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CDRS Director Date

____________________
[Name, Title, Journal Name] Date