# Penn State Libraries Open Publishing Advisory Board Charter

## **Purpose**

The Penn State University Libraries Open Publishing Program is the Open Access imprint of The Pennsylvania State University Libraries. Open Publishing provides publishing support for full-featured electronic scholarly journals, monographs, searchable annotated bibliographies, and topical web portals using a variety of platforms (e.g., OJS, Drupal, Biblio). All of the publications are freely available to view online and download. Because the content is published Open Access, all copyrights are retained by individual authors, journals, or sponsoring entity, and almost all publications are licensed for use under a Creative Commons license.

The Open Publishing Program includes a Publishing Advisory Board made up of both Penn State and non-Penn State faculty and staff that have an understanding of and passion for Open Access scholarly publishing, and they serve the Open Publishing Program by providing feedback and guidance on Open Publishing initiatives and publications, as outlined in this document. Open Access, equity of access, and diversity of content and voices are important to the Open Publishing Program, and the Advisory Board responsibilities and purpose should be viewed through this lens.

With this context in mind, the purpose of the Penn State Libraries Publishing Advisory Board is as follows:

1. To provide review comments for journal publication proposals based on the "[Journal Endorsement Criteria](https://pennstateoffice365.sharepoint.com/:w:/r/sites/LibrariesOpenPublishing/_layouts/15/Doc.aspx?sourcedoc=%7B2F1FB5DA-CCC2-58CC-2949-104D2E92CBFA%7D&file=Journal%20Endorsement%20-%202018%20update.docx&action=default&mobileredirect=true)" document on which journals should be published with the Penn State Libraries Open Publishing journal publishing program; to provide constructive feedback to editors on journal proposal forms and to consider the value and potential for publications seeking publishing support from Penn State Libraries Open Publishing. Supported and imprint publications will be added to the Open Publishing [Journals webpage](https://openpublishing.psu.edu/journals), have a MARC record created and added to the Libraries catalogue, and receive the Penn State Libraries logo on their journal website.
2. To review the journals that receive publishing support from the Open Publishing Program and suggest which merit imprint endorsement within the program. Journals will be reviewed annually **from mid-May to late June**. Content of the individual journals is the purview of the individual journal editors.
3. To provide review comments on publication proposals for all other publications (bibliography, monograph, conference proceedings, and topical web portals) based on the publication and endorsement criteria for all types of publications.
4. To provide feedback and guidance on policies and services of new programs or initiatives within the Open Publishing Program as service offerings expand.

## **Advisory Board Appointments and Terms**

Ideally, the Advisory Board will consist of 6-8 members and the ex officio chair. Terms begin on January 1st of the calendar year, are 3-year appointments, and terms are staggered with one third of the Advisory Board rolling off each year. Terms may be shorter or longer on a case-by-case basis, according to the needs of the Advisory Board and approval from the Advisory Board and the ex officio chair via majority vote.

The Advisory Board should consist of membership in the following categories:

* 2 PSU University Libraries members
* 2 academic library members (external to Penn State)
* 2 PSU members outside of the University Libraries
* 2 non-PSU and/or non-library members (international/Global South membership)

The above membership guidance is an ideal situation, and flexibility on these categories is possible with a Board member majority vote of approval. The ex officio chair of the Board will be the Open Publishing Program Coordinator for the Libraries Open Publishing Program and is responsible for setting the agenda. The quorum for the Advisory Board is no less than 50% of the membership. If less than the quorum is available for a meeting, the ex officio chair will reschedule.

Expressions of interest in serving on the Board are welcome at any time. To be considered for appointment to the Board, interested individuals should submit their current CV/resume and a brief letter outlining their desire to join the Board and why they would be a good addition. Current Board members then consider this statement and vote on including new members, keeping the suggested membership categories in mind. Additionally, Board members should consider the current makeup of the board regarding all kinds of diversity (nationally, race, gender, institutionally, etc.) and aim to include as broad a mix of perspectives as possible.

**Board Diversity Guidelines/Suggestions**

* Encourage younger/early career staff to be on the Advisory Board
* Encourage OER, open data, and other open perspectives
* Encourage membership of those with a limited or growing Open background

## **Board Member Responsibilities**

* Board members will attend a standing bi-monthly meeting, which may be canceled or rescheduled beforehand if there is not sufficient material to necessitate a meeting, or if the quorum cannot be reached.
* Board members will meet or discuss via email as needed to make decisions about the appropriateness of proposed journals/monographs/bibliographies/web portal publications/conference proceedings for Penn State Libraries support or endorsement.
* Board members may take part in consultation activities with potential editors as appropriate.
* Board members will help determine when it may be appropriate to expand the journal publishing service to include content with non-Penn State membership.
* Board members will act as advocates for the Penn State Libraries Open Publishing program.
* Board members will provide input on new services to be offered by the Penn State Libraries Open Publishing program.

## **Ethics and Code of Conduct**

When reviewing new content or services, Board members should note any potential conflicts of interest, and may recuse themselves from a discussion if that conflict of interest would cloud their judgement or provide too strong a bias. In this case, Board members should notify all other members of their recusal and why; the other Board members may still reach out to ask further questions or solicit input despite the recusal at their discretion.

All Board members agree to discuss and provide their feedback in a civil and inclusive way; all viewpoints should be considered and provided with the same opportunity for discussion and respect as all others. Incivility or disparaging speech will not be tolerated.

Should an Advisory Board member fail to uphold their responsibilities, specifically with regard to attending board meetings or participating in the review process for new publications or services, the ex officio chair may reach out to the Advisory Board member to reiterate the expectations and responsibilities. If the situation fails to improve after 3 months and the board member remains inactive and non-communicative after another meeting with the ex officio chair, or if the Advisory Board member has missed 3 consecutive meetings without notifying the ex officio chair, the ex officio chair may relieve the Advisory Board member of their duties and position on the Advisory Board.

## **Amendments and Updates**

This charter will be subject to updates and revisions as needed, subject to the approval of the ex officio chair of the Advisory Board, a majority vote of the Advisory Board members, and any other administrative approvals needed from Penn State University Libraries.

## **Participants**

### Chair (Ex-Officio)

* Ally Laird, Open Publishing Program Coordinator

### Board Members

* Esther Dell, Associate Librarian, Scholarship Access & Support Librarian, George T. Harrell Health Sciences Library (2016-?)
* Tom Reinsfelder, Head Librarian, Mont Alto Campus (2016-?)
* Jill Claassen, University of Cape Town, South Africa (2020-2022)

### Past Board Members

* Sarah Pickle, Assessment Librarian, The Claremont Colleges
* Mohamed Berray, Social Sciences Librarian, Florida State University
* Laura Cruz, Schreyer Institute for Teaching Excellence, Penn State, University Park