

# OER Put-up and Take-down Guidelines

Version 2, 27 April 2010

Document History		
Version	Date	Comments
1	26/02/2010	Submitted to OTTER Steering Group as DOC 11_ Put up and take down guidelines for OERs 26 Feb2010.docx
2	27/04/2010	Submitted to JISC as Appendix D of OTTER Project Final Report ( <a href="http://www.tinyurl.com/OTTER-FinalReport">www.tinyurl.com/OTTER-FinalReport</a> )

## 1. The need for put-up and take-down guidelines

The purpose of this document is to clarify the OTTER team's current practice and approaches to the production, release and removal of OERs available through UoL's [OER repository](#). Not having these guidelines could:

- Threaten or undermine the university's reputation
- Weaken the university's position in the event of a legal challenge
- Compromise quality assurance of the OERs and their further enhancement.

## 2. Why there is a gap

The university currently has a policy on '[Open Access](#)' focused on research output through the Leicester Research Archive (LRA). This Open Access mandate does not cover teaching materials. The number of OERs and size of the repository currently available through [OTTER](#) require clear guidelines for production, release and take-down of resources, on the basis of which contributors and support colleagues can operate.

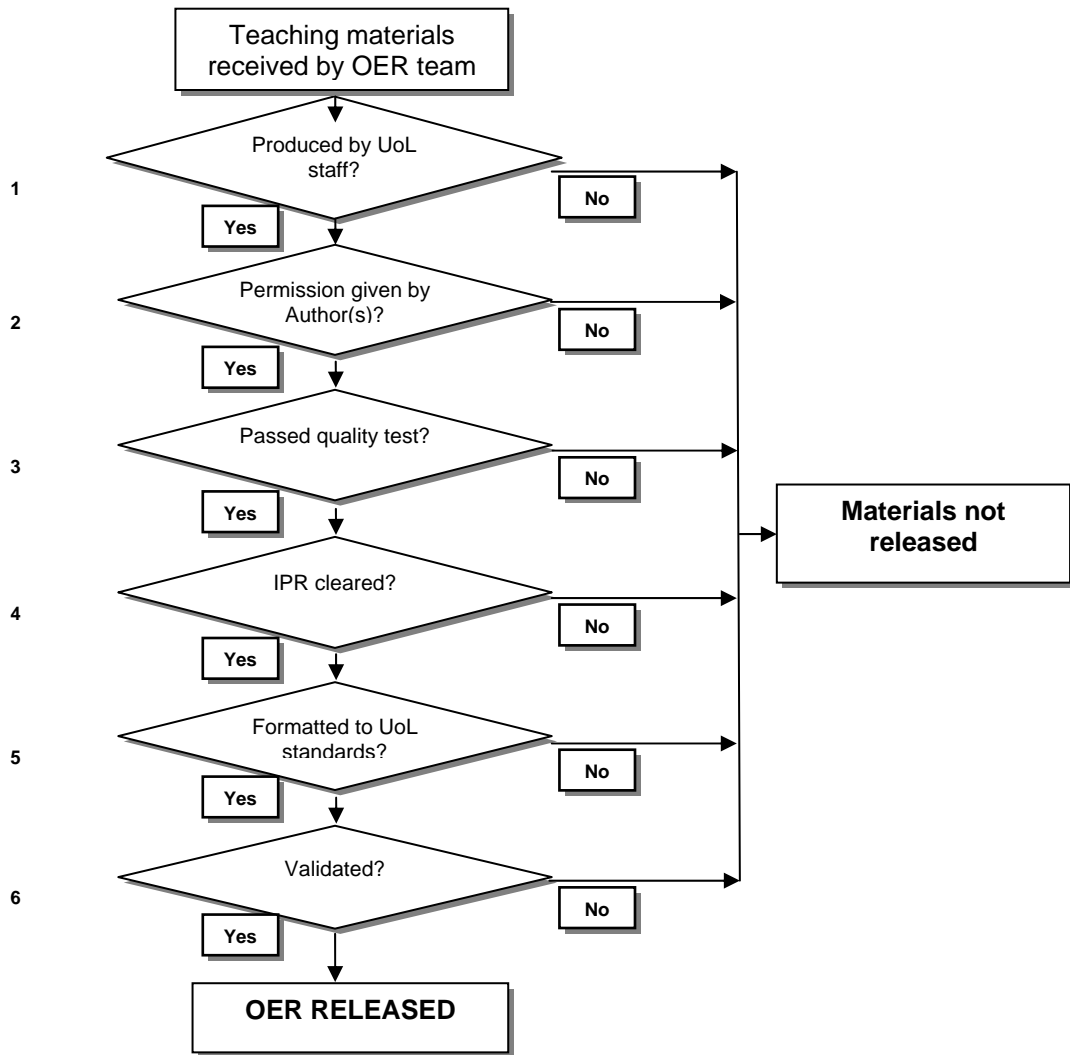
## 3. Principles

These guidelines are based on the following principles:

- The legality of making OERs freely and openly available
- Transparency of the process of releasing and taking down OERs
- Quality assurance of the process of producing OERs
- Sustainability and usability of OERs
- Consistency between research and teaching outputs
- OERs as a tool for enhanced institutional visibility

## 4. Process for releasing OERs

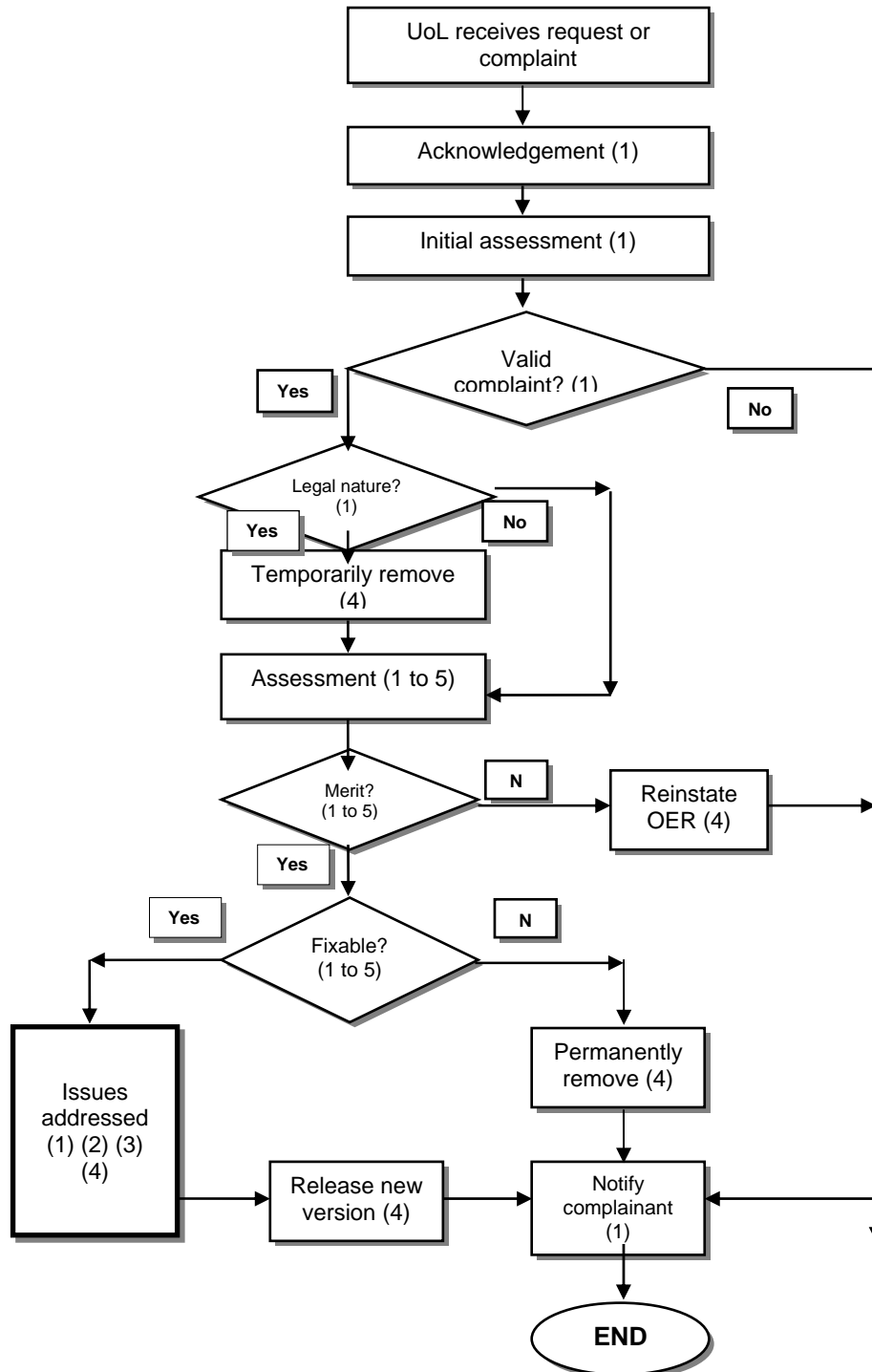
Diagram overleaf.



*Person responsible at each stage: 1 & 3 OER Team; 2 & 6 Author(s); 4 IPR Officer; 5 Learning Technologist.*

## 5. Process for removing OERs

Despite the team's efforts, there are circumstances when UoL may be obliged to remove OERs made available. For example, it is possible that the content becomes a subject of dispute, that UoL's attention is drawn to factual inaccuracies, or that the OER is found to infringe the rights of others. The procedure to be followed to remove OERs will be as follows:



Person responsible: (1) OER Manager; (2) Author(s); (3) IPR Officer; (4) Learning Technologist; (5) external advisor(s)

## 6. Fit with current UoL policies

- UoL's institutional commitment and desire to engage with OERs is backed by the Vice-Chancellor's Advisory Committee's decision (05/02/09): 'The outcomes of the OTTER pilot will inform the university's future policy on OERs. The Beyond Distance Research Alliance, in collaboration with the Library and all participating departments, will undertake the research and development to establish evidence.'
- One of UoL's key missions is: 'Leading the UK in terms of innovation in learning and teaching', openness is seen as a key strand in the implementation of this strategy.
- These guidelines support the teaching and learning strategy which commits to 'providing a high-quality educational experience for all its students, and promoting excellence in learning and teaching, and further, 'an awareness of, and involvement in, the *informal curriculum*'.
- These guidelines also inform a future extension of the 'Open Access' mandate beyond research output to include teaching output.
- They are in line with existing copyright guidelines which seek to protect all content created by staff.

