

Open Access Publishing Rights Management

Date: [Insert Date]

To: [Institution Name]

Address: [Institution Address]

Subject: Open Access Publishing Rights Management Agreement

Dear [Recipient Name],

We are pleased to present you with this letter regarding the management of open access publishing rights for your institution. This agreement outlines the rights and responsibilities associated with the management and dissemination of scholarly works published under open access.

1. Scope of Agreement

This agreement covers all research outputs and publications authored by members of [Institution Name] published in open access journals.

2. Rights Granted

- The institution retains the right to archive and disseminate published works.
- Authors associated with the institution can freely share their work without restrictions.

3. Obligations

It is the responsibility of the institution to ensure that:

- The works are deposited in compliant repositories.
- Appropriate licenses (e.g., CC BY) are applied to the works.

4. Duration

This agreement remains in effect as long as the institution is engaged in open access publishing practices.

We appreciate your commitment to open access publishing and look forward to collaborating on this important initiative.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]