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Assistance Authorization

I would like the Harvard University Library Office for Scholarly Communication (“OSC”) and its designated liaisons to assist me in submitting material to Harvard’s open access repository (the “Repository”), which is available at <http://dash.harvard.edu>. As used herein, the term “Assistants” means the staff members and student fellows of the OSC, as well as the OSC’s designated liaisons in my Faculty or School and any other person I have specially listed below as an Additional Assistant.

I understand that the Repository submission process involves enabling the OSC to obtain a copy of my material, as well as providing information, making choices about access and other matters, and signing an OSC Author Agreement. I have reviewed the two current forms of the OSC Author Agreement appended as Attachment A—one for use with materials covered by an open access policy adopted by a Harvard Faculty or School, and the other for use with other materials. I also have reviewed the information in Attachment B about current OSC procedures for depositing and posting articles in the Repository.

I authorize the OSC and the Assistants to act for me in submitting material to the Repository, including signing Author Agreements on my behalf, and taking any other action for me in connection with the Repository, with the same effect as if I had taken those actions myself.

In addition, if I am a member of a Harvard Faculty or School that has adopted an open access policy found at <http://osc.hul.harvard.edu/>, this confirms my grant to Harvard of a non-exclusive license with respect to my scholarly articles as set forth in that policy.

Additional Assistants

Signature of Faculty Member

Date

Printed Name of Faculty Member, plus Department

Email Address of Faculty Member

Attachment A

DASH submission requires that authors enter into a simple author's agreement regarding the deposit and use of the item being submitted. There are two forms of Author Agreement. The OAP Author Agreement is for use if the article is subject to the Open Access Policy and a Harvard author has not obtained a waiver for the article under the policy. The Limited Author Agreement is for use if the item is not subject to the Open Access Policy or a Harvard author has obtained a waiver for the article under the policy.

OAP Author Agreement

I direct that the work I am depositing (the "Work") be stored and made available publicly in Harvard's open access repository, as it may evolve (the "Repository").

I confirm my grant to Harvard of a non-exclusive license with respect to my scholarly articles, including the Work, as set forth in the open access policy found at <http://osc.hul.harvard.edu/> that was adopted by the Harvard Faculty or School of which I am a member. Accordingly, Harvard may exercise any and all rights under copyright relating to the Work, in any medium, and may authorize others to do the same, provided that the Work is not sold for a profit.

I represent and warrant to Harvard that:

- I have the right to deposit the Work in the Repository and to allow Harvard to use the Work in the exercise of the rights described above.
- The Work does not infringe or violate any copyright or other rights of a publisher or any other party. Distribution of the Work by Harvard or others as permitted above will not infringe or violate any such rights.
- If the Work contains any material for which I do not hold copyright, I have obtained all rights necessary to allow the Work, including that material, to be distributed and made available by Harvard or others as permitted above.
- If the Work is based upon work that has been sponsored or supported by an agency or organization other than Harvard, any right of review or other such obligations of the sponsorship or support agreement have been fulfilled.

If the Work was prepared jointly with other authors, I am signing this Agreement on their behalf as well as my own, and am authorized to do so.

Limited Author Agreement

I direct that the work I am depositing (the "Work") be stored and made available publicly in Harvard's open access repository, as it may evolve (the "Repository").

I grant to the President and Fellows of Harvard College ("Harvard") the non-exclusive right to preserve and reproduce the Work, and to display, distribute and make the Work available publicly without charge from the Repository, in any format.

I represent and warrant to Harvard that:

- I have the right to deposit the Work in the Repository and to grant Harvard the rights granted above.
- The Work does not infringe or violate any copyright or other rights of a publisher or any other party. Distribution of the Work from the Repository will not infringe or violate any such rights.
- If the Work contains any material for which I do not hold copyright, I have obtained all rights necessary to permit the Work, including that material, to be distributed and made available from the Repository.
- If the Work is based upon work that has been sponsored or supported by an agency or organization other than Harvard, any right of review or other such obligations of the sponsorship or support agreement have been fulfilled.

If I have specified an embargo date where allowed in the deposit process, I understand that Harvard will delay making the Work publicly available from the Repository until that date.

If the Work was prepared jointly with other authors, I am signing this Agreement on their behalf as well as my own, and am authorized to do so.

Attachment B

Deposit and Posting in the Repository

The following is information about the deposit and posting of scholarly articles in the Repository with the help of the OSC and Assistants, which you should understand as a faculty author entering into an Assistance Authorization.

The term “Assistants” refers to the staff members and student fellows of the OSC, as well as to the OSC’s designated liaisons in the author’s Faculty or School and any other person designated by the author. Contact information for designated liaisons is provided as Attachment C.

- The Assistants may obtain scholarly articles of which you are an author (“Articles”) from various sources, including directly from you, from other repositories (e.g., arXiv), and from other sources.
- When an Assistant obtains a pre-print or author’s final manuscript of an Article that appears to have been completed after the adoption of an Open Access Policy (“OAP”) by a Harvard Faculty or School of which you are a faculty member, the Assistant will assume it is subject to the OAP. The Assistants will make such pre-prints and manuscripts publicly available in the Repository under the OAP, and will sign an OAP Author Agreement on your behalf in that connection, unless you have obtained a waiver under the OAP for the Article.
- When an Assistant obtains a pre-print or author’s final manuscript of an Article that is not subject to the OAP, or a facsimile of the final published version of an Article (i.e., with the publisher’s formatting), the Assistants will make the material publicly available in the Repository if they determine that doing so is consistent with the publisher’s standard policies. In that connection, an Assistant will sign a Limited Author Agreement on your behalf. Articles subject to the OAP but for which a waiver has been taken also will be treated in this fashion.
- If you wish a given Article to be treated differently from the foregoing general procedures, you may so direct by contacting the OSC’s designated liaison in your Faculty or School (“liaison”). You should contact and direct your liaison if you conclude that any of the undertakings in the applicable form of Author Agreement is inappropriate for a given Article.
- Some publishers’ agreements with authors may conflict with the OAP—for example, if they require transfer of the entire copyright in the article, free of any license. You can avoid such a conflict and a potential breach of the agreement by using the addendum available at <http://osc.hul.harvard.edu/authors/amend>. Alternatively, you may take a waiver under the OAP for a given Article if you wish, which also will eliminate such a conflict. If you submit an addendum and the publisher rejects it, the OSC advises that you obtain a waiver under the OAP for the Article.
- If an Article has been made publicly available in the Repository consistent with the foregoing and you would like it to be taken down, you should contact the OSC’s designated liaison in your Faculty or School.
- The OSC and its designated liaisons may vary their general procedures as they deem appropriate in particular cases, and may modify their general procedures from time to time. If the OSC and its liaisons make major modifications to the general procedures described above, they will endeavor to notify faculty who have entered into Assistance Authorizations.
- If you have questions or wish additional assistance at any time, please contact your liaison (see Attachment C) or the OSC. The OSC can be reached at osc@hulmail.harvard.edu. Additional information, including an FAQ, is also available on the Repository website at <http://dash.harvard.edu/>.

Current Designated Liaisons

Harvard Business School

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Faculty in the **Graduate School of Design** and the **Harvard School of Public Health** should contact the Office for Scholarly Communication at osc@hulmail.harvard.edu or (617) 495-4089.