

Guidelines for TOME Funding Institutions

(Updated 2 December 2019)

The following guidelines are for participating TOME institutions to follow when a new TOME-funded monograph is published. Each institution may have additional guidelines specific to its own internal workflows.

Publisher Responsibilities

1. Notify contact person at institution that book has been published.
2. Send cover, book files, and metadata to destinations specified in TOME contract/amendment including:
 - a. Contact person at institution—for uploading to author’s institutional repository
 - b. ARL Visiting Program Officer—for uploading to FigShare repository
 - c. Designated OA repositories and platforms—e.g. OAPEN, MUSE Open, JSTOR, etc.

Institution Responsibilities

1. Maintain institution-specific web page for TOME containing at minimum:
 - a. Current information about institution’s participation in TOME
 - b. Name of designated contact person
 - c. Link to main TOME website: <https://www.openmonographs.org/>
2. Establish designated contact person to oversee institution’s participation in TOME. This includes communicating with faculty authors and with ARL visiting program officer for TOME.
3. Create agreement or MOU that establishes terms between institution and publisher. This can be an addendum to the publisher’s standard author contract or as a separate agreement between the publisher and the institution. See here <insert link> for a sample TOME addendum.
4. At the time of publication, when cover, book files, and metadata are received from publisher, confirm that TOME acknowledgment language and CC license information are inserted into front matter.
5. Upload book files of TOME books to institutional repository (if appropriate) upon publication.
6. Confirm with publisher that book files of TOME books have been deposited in OA repositories and platforms as specified in TOME contract/addendum (e.g. OAPEN, MUSE Open, JSTOR, etc.).