

# Open in UBC Library

## Librarians & Archivists

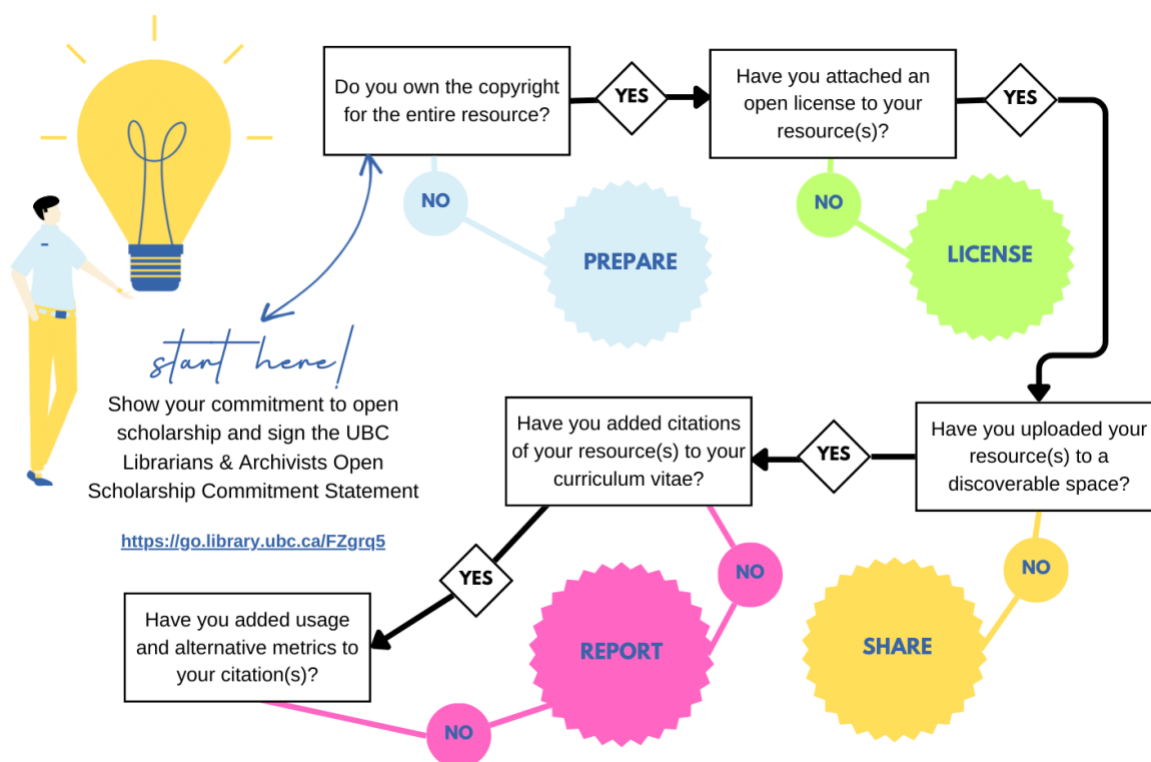
### Annual Activity Reports and Open Scholarship

To become true advocates for openness on our campus, we first need to evaluate our own work and align our practices with the principles of openness, including Open Access, Open Research, Open Data, and Open Education.

Including your engagement in open scholarship on your [activity report](#) is one way to showcase your commitment to:

- The strategic directions of UBC Library to “[lead and collaborate to advance open scholarship](#).”
- The strategic directions and services of UBC Vancouver and Okanagan campuses, including financial support for open access publishing for [faculty](#) and [graduate students](#) and [open educational resource development](#), [OER Excellence and Impacts Awards](#), [Knowledge Exchange practices](#), and [more](#).
- The open scholarship goals and objectives of the profession, including [ACRL](#), [CARL](#), [IFLA](#), and [SPARC](#).

Follow the chart to plan your open scholarship activities and materials for your activity report. Review Prepare, License, Share, and Report sections on the following page if you need guidance.



Use the checklist to prepare your open materials to share in your activity report.

Note – Incorporating open scholarship into your annual activity report is not a requirement for Merit and PSA.

## PREPARE

- For educational resources, review your content for use of third-party material and if necessary, remove and/or replace anything you do not have the right to share.
- For published research, review your author agreement to ensure you can share your work openly.
- For research data, review the UBC Librarians & Archivists Making Your Research Open guide.

### Need Help?

[UBC Copyright in Open Environments](#)  
[UBC Research Data Management](#)  
[Understanding Publisher Agreements](#)  
[FAIR Principles for Data Management and Stewardship](#)  
[Making Your Research Open](#)

## LICENSE

- Learn about the Creative Commons Licenses or other open licenses.
- Choose an open license for your resource. Some repositories and databases have a licensing option built into the system (e.g. cIRcle).
- Add the open license to your resource. For example, on slides you can add the image of a Creative Commons License on the beginning slide or add the information about your license to the metadata of the resource.

### Need Help?

[Creative Commons License Chooser](#)  
[Assigning Creative Commons Licenses – Open UBC](#)  
[Comparison of Free and Open-Source Licenses](#)

## SHARE

- Identify a location for your material with a permanent URL and/or assign a persistent identifier.
- Identify repositories, databases, or web spaces that can host the metadata of your material and upload.
- Share across multiple platforms for the greatest reach.

### Need Help?

[Sharing in Open Educational Repositories LibGuide](#)  
[cIRcle – UBC’s Digital Repository](#)  
[Borealis – UBC Dataverse Collection](#)  
[UBC OER Collection](#)

## REPORT

- If you are a signatory to the UBC Librarians and Archivists Commitment to Open Scholarship, add this to your report.
- Create a subtitle(s) in your annual report to add details about your work in open. For example, Contributions to Scholarship and Service Contribution could have Open Educational Resources as a subtitle.
- Consider ways to show impact of your work. This can include usage and alternative metrics and qualitative data.

### Need Help?

[Examples of Alternative Metrics in Tenure Portfolios](#)  
Review the [Open in UBC Library – Librarians & Archivists Annual Activity Reports and CV Workshop slides](#) for examples