

Document Title:	Procedures for Open Access Deposit by Researchers
Description:	These procedures accompany the MIE Open Access to Research Policy
Author (Position):	Head of Library Services
Version:	1
Approved By:	Governing Body
Policy Approval Date:	30 March 2023
Date of Next Policy Review:	30 June 2026

Procedure for Open Access deposit by researchers

1. Context

MIE actively supports ‘Green’ Open Access through assisted deposit in open repositories. Institutional repositories such as Trinity’s Access to Research Archive (TARA), and national ones such as the Digital Repository of Ireland (DRI) represent a secure, digital environment in which to preserve, catalogue, index, and disseminate the research output of MIE.

2. Procedure

1. To deposit, researchers can contact openaccess@mie.ie to submit an accepted author’s manuscript to the Library and enable full-text discoverability through TARA or ACERR (as appropriate), along with any applicable metadata and author identifiers (i.e. ORCID).
2. MIE Library will undertake to check rights and permissions with publishers before uploading the submission to the chosen repository.
3. MIE Library will contact researchers with information regarding any applicable embargos, etc. Metadata will become available in TARA immediately and the full-text will become available after any embargo period ends.
4. MIE Library will contact the researcher to give them the ‘handle’ or URL for linking to their publications on TARA so that they can link to it on their staff research profile on the MIE website and share it at conferences, on social media, etc.

3. Related Documents and policies

MIE Open Access to Research Policy

[Trinity College Dublin Open Access Publications Policy](#)