

POLICIES TO GOVERN CREATION, OPERATION AND OWNERSHIP OF FIJI NATIONAL UNIVERSITY PRESS

1. Overview

- 1.1. To facilitate free, fast and unhindered flow of intellectual and creative output of the staff, academic and research community of the Fiji National University, to both within University and outside world, Fiji National University hereby creates a FNU ePress.

2. Definitions

For the purpose of this document

- 2.1. *FNU or University* means Fiji National University
- 2.2. *Vice Chancellor* means Vice Chancellor of Fiji National University
- 2.3. *FNU ePress* means an organ of the Fiji National University that is responsible for dissemination of scholarly and/or creative output in any format as an open access or a priced resource.
- 2.4. *Review/Editorial Committee* means a committee that is constituted for monitoring of submissions to the FNU ePress.

3. Objectives

- 3.1. The objectives of FNU ePress are:
 - 3.1.1. To create an easy and effective mechanism for disseminating high quality FNU scholarship and creativity.
 - 3.1.2. To eliminate barriers inherent in existing models of scholarly and artistic communication.
 - 3.1.3. To produce an affordable and cost effective model of knowledge dissemination.
 - 3.1.4. Efficient use of modern ICT technology infrastructure at FNU.
- 3.2. FNU ePress is an effort to explore and enable new modes of scholarly publishing and wider community engagement by Fiji National University. We strive to make available to the world, the intellectual and creative output of the academic community of the FNU as scholarly electronic texts and files. FNU ePress also acts as a repertory of traditional knowledge and creative and artistic works by FNU staff,

academics and researchers. However, readers and interested parties can order printed paperbacks, CD/DVD through FNU Book Shop/Business Development Unit. All publications at FNU ePress are peer reviewed by scholars in their respective fields

4. **Organization, Ownership and Responsibilities**

- 4.1. *FNU ePress* would be a semi commercial venture of the Fiji National University. It would make available, peer reviewed intellectual, creative and artistic work and knowledge database to FNU community and wider audience as open access resource or at a reasonable price as determined from time to time.
- 4.2. *FNU ePress* would be a part of FNU Information and Communication Technology resource unit.
- 4.3. *Vice Chancellor* be the ~~head~~ Chair of the FNU ePress. He shall exercise all powers, for the normal and viable functioning of the FNU ePress, directly or through his agents. In the exercise of these powers head would be counselled by a suitably constituted advisory committee.
- 4.4. *Agents* who are also constituents ~~of the~~ of the FNU shall exercise their powers to the extent and for the period as delegated to them.
- 4.5. *Vice Chancellor* shall constitute appropriate Review/Editorial Committee for the management of submissions to the *FNU ePress*.
- 4.6. *FNU ePress* provides only the medium for the viable distribution of intellectual and creative works. It shall endeavour to the extent possible that all resources distributed by it are in accordance with the laws of Fiji. However, ultimate responsibility would rest with the creator to ensure statutory validity of the resource they have submitted for hosting and distribution.

5. **Arrangement of information with FNU ePress**

FNU ePress would host information under any sub category as decided by ~~its~~ Head ~~the~~ Chair, from time to time. Normally in the beginning it would host information under following categories:

- 5.1. *About FNU ePress*
Under this section introductory information about FNU ePress, its aims, objectives and missions be provided.
- 5.2. *Books & Articles*
Books and articles written created by FNU staff, academic and researchers would provide in aan easy searchable format.
- 5.3. *Author Guidelines*
Guidelines how to submit articles for publication and archive purpose be provided here.
- 5.4. *FNU Journals*

This would provide a forum for publishing of scholarly articles. All submissions must undergo a peer review process.

5.5 *Digital Theses*

This section would host a list of all Masters and Doctoral theses and their abstracts submitted at FNU. Record will be easily searchable in different modes. Researchers and supervisors be encouraged to upload complete thesis in digital format, once they have published scholarly articles based primary data contained therein. Normally this should be done within 5 years of submission of the thesis for examination. Digital theses be secured open access.

5.6 *Repertory/Archives*

This section would host drawings/paintings, recordings of music, dramatic presentations, films and art and creative works of any kind that are new and produced by FNU staff. Small prints or samples may be made open access and full versions be commercially distributed and proceeds be shared between creator and FNU as per FNU Intellectual Property policy. This section will also include scholarly compilation of traditional knowledge of any kind and general interest articles that are creations of FNU staff.

5.7 *Ordering Information*

This section would provide information to potential readers/customers to purchase books, journals, articles and artworks etc.

5.8 *Editorial Committees*

This section would provide information about composition of the editorial committees and methods of creation etc.

5.9 *Contacts*

This section would provide contact information for ordering, inquiry, feedback and complaints.

5.10 *News*

This section would provide information about important events at FNU and ePress.

5.11 *Help*

This section would include frequently asked questions about ePress and their rational explanations.

5.12 *Search*

This section would facilitate easy search of records at FNU ePress.

5.13 *Related Links*

This section would provide links to scholarly works of the similar or related nature at FNU and outside places.