

Hong Kong Baptist University Library

Research Visibility

Application for Waiver / Embargo of the HKBU Open Access Policy

According to HKBU Open Access Policy adopted 5 December 2016, each faculty member of the University shall provide to the University Library an electronic copy of the accepted manuscript of every scholarly article they publish while employed by the University. These will be made available for open access where permitted by the publisher.

Faculty may use this form to apply for a waiver of the policy for a particular article or delay access to the article (i.e. place it under embargo) for a specified period of time.

Name : _____

Department : _____

Post : _____

Application Type:

Waiver Embargo: Date embargo to be lifted: _____ (dd/mm/yyyy)

Publication Type:

Journal article Book chapter Conference proceedings paper

Title of Article/ Chapter/ Paper:

Justification(s):

Signature of Applicant: _____ **Date:** _____ (dd/mm/yyyy)

For University Librarian's use:

Approved Not Approved

Name : _____

Signature : _____

Date : _____ (dd/mm/yyyy)

Comments:

After you have filled in this application form, please either:

(a) Email it to the Research Visibility Team: **researchvisibility@project.hkbu.edu.hk** *or*

(b) Send the physical form via campus mail to "**LIB (Information Services)**"

We will notify you of the result via your HKBU email.

Notes

1. Before submitting a waiver/embargo application, faculty are encouraged to review the following information on why the University has adopted an Open Access Policy and the potential benefits of making your work openly accessible:
<http://library.hkbu.edu.hk/researchvisibility/ir.html>
2. If the application is successful, the waiver/embargo applies only to the article named in the application. A separate application is required for your other publications.