# OER Publishing Program Toolkit

This toolkit is for librarians and project managers who manage OER publishing programs. Use it to structure, implement and assess your open textbook publishing program. For more information about building a program, see [Pub101](https://canvas.umn.edu/courses/377173/pages/unit-2-overview-learning-goals-and-glossary).

## Program Planning Phase

### Determine Scope

Begin by determining the scope of your program based on your local capacity. Based on budget, how many projects can you support? Will you provide grant funding?

#### Staffing

[Publishing Capacity Worksheet](https://docs.google.com/document/d/1rVwIBS7pmtRuTrwxC-v6_AT0oQHDrqa9l1jXOb1VDKk/edit)

This worksheet can help a member of the book production team determine their capacity for starting or taking on new production projects. This can be adapted for new open textbook authors as well.

#### Budgets

[Budget Templates](https://drive.google.com/drive/folders/1AbAz7jL6cMrYe1CEvdJGRSHvjBnjB9qH)

This collection of budget templates provides a book production team with examples of individual open textbook planning budgets, large scale grant programs, and estimated publishing cost reports.

### Define Your Program

Define and communicate what types of proposals you can support with your program. Will you have an advisory committee or editorial board? What will they do? Will they approve what to publish? What publishing tools will you provide and/or support?

#### Call for Proposals

[Call for Proposals (CFP)](https://docs.google.com/document/d/1wfeG7OkuEVWoXg7743mt8eAeKWBa-wWD2CVWq4B1STg/edit)

This CFP template for publishing open textbooks provides detailed application questions for open textbook authors.

#### Author Agreements & Institutional Approval

[Adaptable Open Educational Resources Publishing Agreement](https://docs.google.com/document/d/1HHf0GKoSLlNt1IgFurRwZxLiPfoI9NAE16VynhUpXmA/edit)

This is an OER publishing agreement template. It outlines the responsibilities of both the author and the publishing program. Note there are many ways in which copyright is handled at different institutions. We recommend consulting with your general counsel before finalizing your agreement.

#### Publishing Platforms

[OER Tools: Documentation for Instructors](https://docs.google.com/document/d/1RfwXquyz8MLNY2jVp6UaSePiZDuwB5x-3rxJd4PWPn4/edit#heading=h.iypstm8pznxu)

This is documentation for different tools which can be used in the creation of open educational resources (OER) and/or the implementation of open educational practices (OEP). This document is organized by use case, and features an alphabetical index where additional details about each tool (documentation, use cases, and difficulty scales) are provided.

Note: The Open Education Network offers Manifold for creating and publishing OER. In addition, OEN members are eligible for a Pressbooks discount. We are also piloting the publishing platform Ketty. Contact open@umn.edu for more information.

## Program Implementation Phase

Community Education and Engagement

#### Contracts & Grants

[Adaptable Open Educational Resources Publishing Agreement](https://docs.google.com/document/d/1HHf0GKoSLlNt1IgFurRwZxLiPfoI9NAE16VynhUpXmA/edit)

This is a template for an OER publishing agreement. It outlines the responsibilities of both the author and the production/publication team. Note copyright is handled differently at different institutions - see the template for these different versions and use the one most appropriate for your institution.

[Outline for Evaluating Proposals](https://docs.google.com/spreadsheets/d/1566pSL3L1y2-U9XK4rUlvizXtdFPzf7S3h1oA-tBd3M/edit#gid=0)

This document provides an outline for evaluating OER project proposals.

#### Author Consultations and/or Workshops

 [Introduction to OER Publishing Workshop](https://docs.google.com/presentation/d/1nE52tFVgo-dkZyPNLgNLuBBI0XxtE-6lBZArgbbLycs/edit#slide=id.g8fb33e01fb_1_210)

These workshop slides are a tool for librarians who would like to build the case for authoring an open textbook with a faculty audience. You can adapt the slides locally and lead the workshop yourself, or arrange for an OEN-hosted workshop.

[OER Author’s Vision and Responsibilities](https://docs.google.com/document/d/1-gIH1h-3y01M1uWU1BVUSVLVXsq4x5Fi-EtPeeWs66w/edit#heading=h.gfvuxpf4cdkv)

This template can be used at an initial consultation with an OER author. You can capture relevant details regarding project purpose and description, platform type, and additional support an author might need. The questions also provide a framework for ensuring that all parties are in accord.

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## Program Assessment & Review Phase

[Retention Policy](https://docs.google.com/document/d/1PfAsZyIIEVKqbPiYn9CEOkQ9IDaaDFkzydL6oVWI8XE/edit)
This document is designed to guide the OER program manager in making decisions about when and how to deaccession an OER.

[Introduction to OER Publishing Feedback Survey](https://docs.google.com/forms/d/e/1FAIpQLSenR5R8e7b1KQRZD8ewKZkGSbxGQz4qtxkJ68xT3PtCaer0nw/viewform)
This Google Form is designed to collect feedback about the Introduction to OER Publishing Workshop. It is licensed under CC0.

[OER Publishing Program Assessment](https://docs.google.com/document/d/18A0JlKU4iMt0tpL6a4HgX2x4dgdiifDiZzWy6ZtwzK8/edit#heading=h.55o7ixlvt2pr)
This document lists common questions for assessing author, student and staff experience related to an OER publishing program.