



# Quick Guide: How to select a suitable open license

This tool has been developed as a quick guide for selecting a suitable license to support open access to your research outputs in line with the CGIAR Open Access and Data Management Policy and donor policies. Further guidance may be obtained from the Licensing folder in the Advocacy and Guidance materials of CGIAR's Open Access and Open Data Support Pack (<https://sites.google.com/a/cgexchange.org/oad-support-pack/oa-od-advocacy-and-guidance-materials>) or by contacting the designated Knowledge Manager, Data Manager and/or IP/Legal focal points at your Center. The CGIAR Consortium Open Access, Open Data Team includes a Legal Officer who can also assist in resolving questions related to open license issues. Please send queries to [r.sara@cgiar.org](mailto:r.sara@cgiar.org).

## STEP 1

Consider the open licenses available for different types of research outputs (see Tables at right)



## STEP 2

Consider the appropriate degree of openness (see Table at right)



## STEP 3

Include clear language for restricted licenses (see Table at right)

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### Data, datasets, databases

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- Public Domain Dedication and License (PDDL) – equivalent to CC0
- Attribution License (ODC-By) – equivalent to CC-BY
- Open Database License (ODC-ODbL) – equivalent to CC-BY-SA

Degree of openness: Matrix to assist in the selection of a restrictive CC license (green = least restrictive; yellow/orange = more restrictive; red = most restrictive)		Allow modifications?		
		Yes	Yes, as long as others share alike	No
Allow commercial use?	Yes	CC-BY	CC-BY-SA	CC-BY-ND
	No	CC-BY-NC	CC-BY-NC-SA	CC-BY-NC-ND

To authorize acts not permitted by standard license (e.g. translations, commercial use). Examples include the following:

- “for activities not permitted by this license please contact [insert]”
- CIMMYT’s template license for translations (by non-profit): <https://goo.gl/kst6HG>
- CIMMYT’s template license for translations (by for-profit): <https://goo.gl/zlmxya>

\*These factors could include policy, contract, confidentiality requirements of Center, CRP, donor, publisher, collaborator

**STEP 4**  
 Consider factors that influence selection of an open license\*  
 (see Table at right)

<i>Donor example</i>	The Open Access Policy of the Bill and Melinda Gates Foundation requires unrestricted access and reuse of all peer-reviewed published research funded, in whole or in part, including any underlying data sets. Accordingly, publications in peer-reviewed journals must be immediately accessible (i.e. without embargo) under a CC BY license or equivalent. Although a specific license is not mandated for the underlying data, data should also be immediately available without restriction on reuse.
<i>Publisher example</i>	In the absence of a specific agreement to the contrary (see the following example concerning the CGIAR Author Addendum), a publisher's self-archiving policy may influence your ability to select a standard open license or additional permissions. A Nature publication, for example, allows self-archiving of a pre-print (i.e. pre-refereeing) subject to a 6 month post-publication embargo. The Sherpa/Romeo tool ( <a href="http://www.sherpa.ac.uk/romeo/index.php">http://www.sherpa.ac.uk/romeo/index.php</a> ) provides a quick reference guide for publisher copyright policies and self-archiving.
<i>Publisher and CGIAR Author addendum example</i>	As per the CGIAR author addendum (see <a href="#">CGIAR Author Guidance</a> ) the transfer of copyright or license issued to the publisher is subject to the right of the author and their employer to use for certain non-commercial purposes. This includes the right to distribute copies in the course of teaching and research, and to include immediately in an institutional repository so long as the Author receives credit and the journal in which the item has been published is cited as the source of first publication. Such use by the author or employer would need to be subject to a CC-NC license or equivalent.
<i>Collaborator example</i>	A Research Collaboration Agreement may impose an embargo on the publication of an article or related data. It may also treat such information as confidential, requiring prior approval for disclosure, in which case no discretion would exist to select a standard open license. Such arrangements have the potential to contravene the CGIAR Intellectual Asset Management Policy and should not be entered into without legal approval.



**STEP 5**  
 Select license and display on the information product  
 (see Table at right)

<i>Creative Commons license examples for pubs, books, book chpts, reports +</i>	If the license is a Creative Commons license, use the tool available on the CC website to generate the appropriate CC logo and licensing language to use on or in relation to the information product ( <a href="http://creativecommons.org/choose/">http://creativecommons.org/choose/</a> ). Creative Commons also maintains information concerning best practices for attribution ( <a href="https://wiki.creativecommons.org/wiki/Best_practices_for_attribution#If_you_want_to_get_Technical">https://wiki.creativecommons.org/wiki/Best_practices_for_attribution#If_you_want_to_get_Technical</a> ).
<i>Software license examples</i>	MIT License - information concerning the display of an MIT license is available at <a href="http://choosealicense.com/licenses/mit/">http://choosealicense.com/licenses/mit/</a> and <a href="https://opensource.org/licenses/MIT">https://opensource.org/licenses/MIT</a> . Guidance for creating a permalink for an MIT License is available at <a href="https://github.com/remy/mit-license">https://github.com/remy/mit-license</a> .  GNU General Public License – information concerning the display of a GNU General Public License is available at <a href="http://choosealicense.com/licenses/gpl-3.0/">http://choosealicense.com/licenses/gpl-3.0/</a> and <a href="http://www.gnu.org/licenses/gpl-howto.html">http://www.gnu.org/licenses/gpl-howto.html</a> .
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**STEP 6**  
 Add license information to the 'Rights' metadata field  
 (see Table at right)

Element:	Rights
Status:	Required
Schema:	DC
Description:	Rights (i.e. terms of use, intellectual property rights, licensing details, and/or permissions statement) identifying level/degree of Open Access
Format:	See list of statements below.
Additional Details:	Taking into account whether self or externally published, identify (i) the applicable standard open license (preferred for machine-readability) OR identify the key rights re access/use AND (ii) permissions if restrictions apply. For assistance contact <a href="mailto:r.sara@cgiar.com">r.sara@cgiar.com</a> .
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