




Publications Policy

Approved by	 Prof. Cathal O Donoghue Chair of the Board of the National Museum of Ireland
Approval Date	21 st November 2024
Review Date	November 2027

Responsibility: Director of Collections & Access

Contents

1.0 Introduction.....	3
2.0 Legislative basis	3
Scope.....	4
European Accessibility Act (EAA)	4
Further legislation and information	5
4.0 Print publication proposal mechanism.....	5
5.0 Digital publications	7
6.0 Code of conduct	7
7.0 NMI support of publications.....	7
8.0 Acknowledgement of NMI.....	8
Associated NMI policies, strategies, codes and procedures	8

1.0 Introduction

NMI is committed to facilitating publications on the collections in our care. In alignment with our strategic focus on shared learning, communities, and the planet, NMI recognises and values the role of its workforce in researching, writing, and producing publications, and in facilitating publications by local, national, or international individuals or organisations.

For the purposes of this Policy, a ‘publication’ is information that is made available to the public in print form (e.g. books, e-books, chapters in books, articles in periodicals, reports, etc.). As a public body, the NMI is subject to the Freedom of Information Acts 1997 and 2003 (Fol Acts) and as such any record not deemed sensitive under the Official Secrets Act 1963 may be made available to the public. Therefore, this policy applies to all non-sensitive recorded information produced by the NMI, whether originally intended for internal or external use.

2.0 Legislative basis

The National Cultural Institutions Act, 1997 obliges the Board of NMI to publish information on collections under Section 11 (1) of the legislation. This states:

The principal functions of the Board of the Museum shall be to maintain, manage, control, protect, preserve, record, research and enlarge the collection of museum heritage objects for the benefit of the public and to increase and diffuse in and outside the State knowledge of human life in Ireland, of the natural history of Ireland and of the relations of Ireland in these respects with other countries.

Section 11 (2) (e and o) of the legislation state:

The Board shall have all such powers as it considers necessary or expedient for the performance of its functions under this Act including, but without prejudice to the foregoing, the following powers:

(e) to disseminate and promote the dissemination of literature and information relating to the collection of the Museum

(o) to compile, publish and distribute (with or without charge) books, magazines, journals, reports or other printed matter, including aural and visual material as may be appropriate in relation to any matter connected with its functions or activities

Scope

This policy applies to all NMI staff, including retired staff, who are engaged in research and scholarship on NMI collections.

This policy does not apply to publications that are outputs of routine NMI business.

European Accessibility Act (EAA)

As per the European Accessibility Act (EU Directive 2019/882) and the European Union (Accessibility Requirements of Products and Services) Regulations 2023 (“EAA Regulations”) which implement the European Accessibility Act into Irish law, NMI acknowledges that:

50) Accessibility should be achieved by the systematic removal and prevention of barriers, preferably through a universal design or ‘design for all’ approach, which contributes to ensuring access for persons with disabilities on an equal basis with others. According to the UN CRPD, that approach ‘means the design of products, environments, programmes and services to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design’.

In line with the UN CRPD, ‘‘universal design’ shall not exclude assistive devices for particular groups of persons with disabilities where this is needed’. Furthermore, accessibility should not exclude the provision of reasonable accommodation when required by Union law or national law. Accessibility and universal design should be interpreted in line with General Comment No 2(2014) – Article 9: Accessibility as written by the Committee on the Rights of Persons with Disabilities.

NMI acknowledges that the EAA Regulations in relation to e-books will apply from 28 June 2025, and meantime, NMI acknowledges the definition of “person with disabilities” laid out in the EAA Regulations, in which are as follows:

‘Person with disabilities” means a person who has long-term physical, mental, intellectual or sensory impairments, which, in interaction with various barriers, may hinder the person’s full and effective participation in society on an equal basis with others.’

Where possible, and as resources allow, NMI will endeavour to publish major books on our Collections in e-book format.

NMI e-books will be designed and disseminated so that they are ‘usable by all, to the greatest extent possible, without the need for adaptation or specialised design’ and in accordance with the applicable accessibility requirements under the EAA Regulations.

Further legislation and information

- European Accessibility Act
<https://ec.europa.eu/social/main.jsp?catId=1202>
- European Union (Accessibility Requirements of Products and Services) Regulations 2023
<https://www.irishstatutebook.ie/eli/2023/si/636/made/en/pdf>
- Copyright and Related Acts 2000
<https://www.irishstatutebook.ie/eli/2000/act/28/enacted/en/html>
- Intellectual Property Office of Ireland
<https://ipoi.gov.ie/en/>
- National Cultural Institutions Act 1997
<https://www.irishstatutebook.ie/eli/1997/act/11/enacted/en/html>
- National Disability Authority
<https://nda.ie/publications/accessibility-toolkit>
- National Open Research Forum (NORF)
<https://norf.ie/wp-content/uploads/2022/11/National-Action-Plan-for-Open-Research-webversion.pdf>

3.0 Principles

The NMI respects intellectual property and the rights of producers of content, including our own rights in this area. However, we also recognise the value of sharing content, and as such we seek to facilitate sharing within the legal framework provided by the Copyright and Related Rights Act, 2000.

1. Accessibility: While we recognise that the European Accessibility Act refers to e-books, and not to all major publications, from June 2025 onwards NMI will endeavour to make major publications on our Collections available via e-book and/or PDF format.
2. Sustainability: NMI will endeavour to publish all material as sustainably as possible and will consider innovative methods to disseminate information.
3. Unless otherwise stated, the NMI attaches a Creative Commons BY-SA License to our published material, allowing sharing of content with attribution (©NMI).
4. The NMI shall undertake due diligence to ensure that rights are known, and conditions of use are met when working with or sharing publications produced by an external individual or body (including but not limited to; attribution, citation, seeking permission and purchasing licensed rights agreements). This includes adherence to the recommendations of the National Open Research Forum (NORF) as they pertain to open access.

4.0 Print publication proposal mechanism

The mission of the NMI is furthered by the production of books, articles and catalogues relating to our collections and practice and the knowledge and expertise of our staff. Such publications generated within NMI require approval through the Print Publication Proposal

Mechanism, to ensure sufficient resources can be allocated to their development. These publications may be produced in-house or in partnership with, or under contract with, external individuals or bodies.

1. Print publications must be strategically planned in accordance with exhibition schedules, or research projects and in consultation with the annual business plans of associated internal departments.
2. Costs to produce catalogues must be sought in advance of publication. Catalogues are not subject to the print publication proposal mechanism/Publications Advisory Group, but costs must be approved by the Director of Collections and Access prior to publication. Essays/articles within NMI catalogues will be reviewed by the Divisional Keeper or their nominee.
3. All book publication proposals, whether peer reviewed or otherwise, and whether externally or internally funded or co-funded, must be submitted to the Director of Collections and Access for approval.
4. All NMI book publication proposals will be subject to review by the NMI Publications Advisory Group.
5. The NMI Publications Advisory Group will include the Director of Collections and Access, an NMI nominee (selected by the NMI Management Committee, but not a member of the Management Committee, two-year term), and two external nominees with experience in museum publications and ethical standards in publishing (nominated by the Director, NMI). The NMI Publications Advisory Group will nominate additional external expertise, if and as required, to assess individual publication proposals.
6. Costs for the development, design, production, storage, distribution and archiving of book publications must be assessed in advance and submitted with the publication proposal to the Director of Collections and Access.
7. Print Publication proposals will be assessed by the Director of Collections and Access and the Publications Advisory Group and are subject to approval by the Director NMI.
8. NMI publications will be subject to peer review, at a level to be determined by the Director of Collections and Access and/or the Publications Advisory Group.
9. Where possible the NMI will develop partnerships with publishers and explore the possibilities of sponsorship to meet resourcing needs.
10. NMI's library has a role to preserve and make available publications produced by, for or in association with the NMI. NMI Library Policy identifies the aim to acquire print copies of the publications of its staff, past and present. NMI will produce an online bibliography of past publications and make digital editions available where feasible.
11. The NMI will seek to maximise the accessibility of print publications by also producing

digital, braille and audio versions where possible, and as resources are available both for new titles and past publications.

12. All publications must include a prominent NMI logo.

5.0 Digital publications

The NMI recognises that digital publications, open access repository, and e-books are of increasing importance to our mission as they provide greater scope for access than traditional print media. It is our aim to engage with a variety of digital media platforms in order to maximise our reach to a wide variety of audiences.

1. Stability of platforms is an issue for heritage organisations. We will prioritise the use of established and demonstrably sustainable platforms for delivery of core content.
2. Digital publications will be appropriately indexed and tagged with metadata in order to facilitate discovery and retrieval.

6.0 Code of conduct

All staff are bound by the NMI Code of Conduct and before contributing to a publication either internally or externally produced. All staff must keep in mind that:

1. When members of staff represent the NMI their published opinion must be consistent with our mission, values and policies. Staff of the NMI making false or offensive statements or libelous claims in any medium that may be published are in breach of this policy and the NMI Code of Conduct and may face disciplinary action.
2. Publications must adhere to intellectual property and copyright.
3. Prior to publication authors should ensure that all reasonable efforts are made to ensure that the work is free of falsification, and plagiarism.
4. Where staff of the NMI contribute content to a publication not produced by the NMI, it should be made clear whether they are contributing in a personal or institutional capacity, and when authoring in a personal capacity a distinction should be made to distance personal opinion from the opinion of the NMI.
5. Authors should ensure that publications affiliated with NMI are distributed through reputable and recognised dissemination channels.
6. Individuals not directly employed by the NMI do not have the authority to represent the position of the NMI in a publication without prior approval from the Director.

7.0 NMI support of publications

NMI supports the publication of work by internal and external researchers. Access and conditions are detailed in the NMI Research Policy. In addition:

1. NMI will support publication through access to photographs, imaging services in NMI and make available images for publication.
2. Information on how to access public collections information/data is available in the Collections Documentation Policy.
3. Imaging services will prioritise peer-reviewed publication on NMI collections and will do the utmost to support non-peer reviewed publications.
4. NMI supports staff in preparation of publications, by setting aside time in annual business plans for research and publication. Staff will be supported in this endeavour by associated and relevant NMI Human Resource policies.
5. NMI supports staff in making time available to support the operations of publishers of periodicals or books in subject areas relevant to NMI, on a personal basis as editors, reviewers, or members, subject to approval from the Director of Collections and Access.

8.0 Acknowledgement of NMI

1. All researchers (internal and external) publishing on NMI collections should inform the Director of Collections and Access and Relevant Keepers when the work is published, and where possible, a hard copy or digital link should be sent to the NMI Librarian.
2. All NMI objects and images referred to in publications must be correctly referenced with their appropriate NMI reference number.
3. NMI must always be acknowledged for support provided.
4. Where NMI staff have contributed to the research, co-authorship must be acknowledged.
5. Acknowledgement must be given, where appropriate, to those who do not meet the criteria of 'author', but who have contributed to the publication (technical input, funders, provision of images etc.)
6. All articles published online by NMI staff are fully copyrighted and must be correctly cited and acknowledged by internal and external researchers.

Associated NMI policies, strategies, codes and procedures

- Archives Policy
- Code of Conduct
- Collections Documentation Policy
- Library Policy

- Procedure for access to collections for the purposes of Research
- Research Policy.