University of Maine

From the SelectedWorks of Kimberly J. Sawtelle

August 21, 2012

Introduction to DigitalCommons@UMaine

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Available at: https://works.bepress.com/kimberly_sawtelle/2/
Turn Off Cell Phones
Introduction to DigitalCommons@UMaine

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What is DigitalCommons@UMaine?

- DigitalCommons@UMaine is an Institutional Repository (IR) that provides an opportunity to bring all of UMaine’s research together under one umbrella in order to preserve and distribute that work.
Does your Mission Statement include the terms:

- Disseminate; Share;
- Enhance; Advance;
- Promote; Produce;
- Provide; Educate;
- Demonstrate;
- Qualitative; or
- Quantitative?
Mission Control

- Is the mission of your department, college, school, institute, research center, or lab to reach out to Maine’s population and beyond?
- The IR provides: visibility; increased citations; peer respect; funding exposure
Got Connections?

- DigitalCommons@UMaine is a perfect, alternative way to disseminate information and measurable outcomes as required by your mission and many federal and private granting agencies.
It’s Free!

- The IR provides a free, parallel distribution method to support and compliment expensive, printed materials.
- Re-purpose files created for print documents by simply posting them in the IR to reach a broader audience.
Conversion

- High printing costs yield finite distribution.
- Low to no printing costs yield infinite distribution via DigitalCommons@UMaine.
Increase Distribution, Decrease Postage Costs

- Re-purpose existing contact lists to develop custom E-mail notifications.
- Invite contacts to subscribe to an RSS feed.
Increase Visibility

- Publications—newsletters, pamphlets, booklets, course catalogs, grant reports, technical bulletins, image galleries, exhibit catalogs, tip sheets, or fact series—can be “ingested” into a DigitalCommon@UMaine community.

- DigitalCommon@UMaine can also host academic journals and peer-reviewed series.
Open Access

- Free access & downloads
- No advertisements
- Meta-data
- Search engine optimization (SEO)
- Stable links
- Full text uploads
- Version control
Example Publications & Galleries

- Fogler Library Poster Gallery: [http://digitalcommons.library.umaine.edu/fogler_posters/](http://digitalcommons.library.umaine.edu/fogler_posters/)
- Fogler Library Friends Newsletter: [http://digitalcommons.library.umaine.edu/olvt](http://digitalcommons.library.umaine.edu/olvt)
- Special Collections Photo Gallery: [http://digitalcommons.library.umaine.edu/spec_photos/](http://digitalcommons.library.umaine.edu/spec_photos/)
Conferences & Events

- Online workflow to coordinate conferences & events
- Paper submissions, peer review, publish proceedings
- Post schedules & embed registration on conference site
Example Conferences & Events

- Pacific University Oregon: Sustainable Scholarship: [http://commons.pacificu.edu/sustainableschol/register.html](http://commons.pacificu.edu/sustainableschol/register.html)
- Eastern Michigan University Graduate Research Fair: [http://commons.emich.edu/grf/](http://commons.emich.edu/grf/)
Discoverability

- Works deposited in the IR are cited more frequently, become more accessible, and have greater impact.
  - biology, +49%;
  - political science, +86%;
  - electrical & electronic engineering, +51%;
  - clinical medicine, +193%;
  - mathematics, +91%

Discoverability Exercise

- Open a web browser and search Google for the following article:

Quantifiable impact

- As of June 2012 the IR
  - Contained 2087 records
  - Experienced 6071 full-text downloads
  - Delivered 37,696 full-text downloads between January-June 2012
Project Organization

- Fogler Library offers a user’s guide at: http://library.umaine.edu/dc/DigitalCommonsMainePrimer.pdf
- Personalized, one-on-one training is also available
Getting Started

- Identify the project scope
- Identify participants
- Outline responsibilities & workflow
- Establish timelines
- Attend a Fogler Library RefWorks workshop
Next up

- Prepare documentation of materials
- Create a working Excel spreadsheet
- Contact your Fogler Library Liaison
What’s a Community?

- Community (top level folder—College)
- Series (subfolder—Department)
- Collection (within subfolder—Discipline)
Gather Files for Upload

- Create a bibliography of works
- Search specific titles using “One Search”
- Search titles in Google
- Search journal websites
Establish copyrights

- Copyright permission must be obtained for all materials uploaded to the IR
- Many journals allow posting versions of articles in an institutional repository
Is a free, searchable, online database of publisher’s policies regarding self-archiving of journal articles on the web and in Open Access repositories.

http://www.sherpa.ac.uk/romeo/
### Sherpa Archiving Color Code

<table>
<thead>
<tr>
<th>ROMEO colour</th>
<th>Archiving policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>green</td>
<td>can archive pre-print and post-print or publisher’s version/PDF</td>
</tr>
<tr>
<td>blue</td>
<td>can archive post-print (ie final draft post-refereeing) or publisher’s version/PDF</td>
</tr>
<tr>
<td>yellow</td>
<td>can archive pre-print (ie pre-refereeing)</td>
</tr>
<tr>
<td>white</td>
<td>archiving not formally supported</td>
</tr>
</tbody>
</table>

- **Pre-print/pre-refereeing**: version of the paper PRIOR to peer review (aka draft/initial submission)
- **Post-refereeing**: version of the paper AFTER peer review (aka pre-print)
- **Publisher’s version**: version of the paper that appeared in press (aka post-print)
DigitalCommons@UMaine Submission Workflow

 Obtained list of submissions from department or person.

 Search for journal title on Sherpa/Romeo. Are the policies posted?

 Yes? 

 Most of the work is already done!

 Interpret the policy and enter interpretation on Excel Spreadsheet.

 No? 

 Do not upload submission to DigitalCommons.

 Yes?

 Download & adapt the permissions template from DC@UM. Find editor or general contact e-mail on publisher website. Track communication.

 Maybe?

 Search the publisher's website for information about Open Access posting.

 Yes?

 Establish if submission was created while the person was working or attending UMaine.

 Yes?

 Permission Denied: copy denial letter & send original to Fogler Library.

 No?

 Permission Granted: copy signed form & send original to Fogler Library.

 No?

 Do not upload submission to DigitalCommons.

 No?

 Contact Fogler Library for guidance.

 No?

 Collect files, metadata & upload to DigitalCommons.


 For assistance adapting the permissions template contact Fogler Library, 581-1692.
What is Metadata?

- Metadata provides information about data content.
- Metadata describes content.
- Metadata categorizes content.
- Metadata provides context for content.
Examples of Metadata

- Document type = Book
- Title = The Hunger Games
- Author = Suzanne Collins
- Publisher = Scholastic Press
- Publication date = 2008
- Keywords = Juvenile fiction, Survival, Contests, Science fiction
Why is Metadata Important?

- Provides discoverability
- Facilitates searches for key data—author, title, etc.
- Supports “harvesting” of the IR by external systems (e.g., Google Scholar)
- Helps organize IR content
- Helps archiving and preservation (when files were created, by whom, when uploaded)
Metadata Exercise

Upload files to DigitalCommons@UMaine

- Each unit/department will have its own DigitalCommons@UMaine series.
- Use the prepared bibliographic spreadsheet to enter data.
Review the Queue

- Once articles have been reviewed and/or edited by supervising staff, publish to DigitalCommons@UMaine.
Selected Works

- Once all full-text documents have been entered into DigitalCommons@UMaine, the titles & metadata can be imported to the author’s Selected Works page.
Any questions?

- Contact the department’s Fogler Library Liaison (subject specialist)
- Call Fogler Library Tech. Support: 581-1692