Apr 17th, 11:40 AM - 11:50 AM

Using Digital Commons' Built-In Features to Manage Workflow

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Using Digital Commons’ Built-in Features to Manage Workflow

Liz Richardson, Document Delivery and Institutional Repository Manager
Stephanie Gaskins, Library Operations Coordinator

Lightning Round Presentation
Ohio Institutional Repository Day
State Library of Ohio, Columbus, Ohio
April 17, 2015
Using Digital Commons’ Built-in Features to Manage Workflow

Today’s Presentation

- Background
- Digital Commons @ Kent State University’s Workflow
- Digital Commons @ Kent State University’s Future Workflow Idea and Desired Enhancement
Using Digital Commons’ Built-in Features to Manage Workflow

Background: The Institutional Repository Team and Docket Meetings

- bepress Digital Commons platform
- Launched late October 2013
  - IR Team of approximately 14
  - Representation across campuses and personnel classifications
  - Subcommittees work on different channels of the IR
  - Previously published work
    - Arranged by college/department
    - Academic communities and series
    - Decisions about this channel made in Docket Meetings
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Background: Submission Management Tools

- Submission Management Tools are similar to those used by journal editors
  - Administrator notes
  - Acceptance and Rejection Email templates
  - Features can be used with batch or individual upload

View image larger on next slide
Using Digital Commons’ Built-in Features to Manage Workflow

Title: Creating a More Flexible Workforce for Libraries – Are Leadership Institutes the Answer?

Authors: Margaret Beecher Maurer, Cynthia Coccaro

Last Event: Revision uploaded (Tue Sep 16 2014)

Waiting for Administrator: Yes  
Locked by Administrator: No 

Manuscript: P1102

read PDF modified for publication (force regeneration)

Most recent administrator note: 09/09/2014

DATA: COMPLETED

Submission Metadata

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<tr>
<td>Authors</td>
<td>Margaret Beecher Maurer, Kent State University - Kent Campus and Cynthia Coccaro, Kent State University - Kent Campus</td>
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<td>Publication Date</td>
<td>10-13-2008</td>
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<td>Leadership institutes, Library Leadership Ohio, diverse workforce, flexible workforce, recruitment, retention, staffing shortages, staff development, Snowbird Leadership Institute, career progressions, networking, mentoring</td>
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<td>Cataloging and Metadata, Library and Information Science</td>
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<td>Abstract</td>
<td>The authors participated in Library Leadership Ohio, a multi-type library leadership program. Since then both made successful transitions between public and academic libraries. The future of libraries will depend upon a more flexible workforce, and such transitions must become more commonplace. Yet there are perils inherent in such transitions which have not been systematically addressed.</td>
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DC @ KSU Workflow:

- **Workflow = Administrator Notes**
  - Not just notes!

- “Most recent administrator note”
  - Shows status of item by using a code.
  - The notes indicate any issues that the next admin needs to address.
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DC @ KSU Workflow:

- 2 codes
  - DATA: any information and questions about the data entered
  - COPYRIGHT: any information and questions regarding copyright, contacts, decisions, follow-up

- At least 2 sets of eyes on each item
  - Allows communication across departments and shifts (we use 3rd shift employees!)
  - Students can input any item and utilize notes for ANY questions they have
  - Everything is checked by an authorized copyright person before posting
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DC @ KSU Workflow:

- Any admin can check all the steps of each item by viewing administrator notes—even after it is posted. No spreadsheets to deal with!

- Administrators can view any hidden supplemental content such as copyright forms or screenshots.
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DC @ KSU Future Workflow Idea:

Currently, when an item is posted, authors receive email notification. We have customized this email with information about Digital Commons.

We plan to extend this to the use of “Register Decision” to send custom emails to article authors.
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DC @ KSU Future Workflow Idea:

Current choices are
- Accept Submission
- Accept Submission with minor revisions
- Major revisions required for acceptance
- Reject Submission

A nice feature would be the ability to customize these Decision names to match the customized email templates we will set up.
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DC @ KSU Future Workflow Idea:

Administrator Decision for “Wide Awake at 4 AM: A Study of Late Night User Behavior, Perceptions and Performance at an Academic Library”

Accept Submission

Do not email the decision letter.

Based on your selection, a message to the authors appears below. Revise that message as necessary, then click “Register decision” to record your decision and notify the authors. “ATTACHMENT_LINK” will be replaced with a link to any uploaded attachments.

To: Edith A. Scarletta, Kenneth J. Burhanna, Liz Richardson
Cc: The Administrators
Attachment 1: Browse... No file selected.

Subject: MS #1002 - Series Used for Workflow Adjustments

Body:

Dear Edith A. Scarletta, Kenneth J. Burhanna, and Liz Richardson,

Your submission “Wide Awake at 4 AM: A Study of Late Night User Behavior, Perceptions and Performance at an Academic Library” has been accepted into Series Used for Workflow Adjustments.

[Insert changes here or delete if not required]

When you are satisfied that your submission is ready, please upload your revision. If you are satisfied with the submission as it is, let me know that as well.

The current version of your submission is available here:
http://demo.kentpress.com/cgi/preview.cgi?article=1002&context=visualpubs

You may also preview your submission on that page. To submit revisions, use the Revise Submission link on that page.

ATTACHMENT_LINK
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DC @ KSU Future Workflow Idea:

Customized email requesting post-print
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DC @ KSU Future Workflow Idea:

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After author uploads post-print, **Last Event** column shows *Revision uploaded.*
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Thank you!

We welcome questions and feedback!

Visit Digital Commons at digitalcommons.kent.edu

Email us at digitalcommons@kent.edu

Liz Richardson earicha1@kent.edu | Stephanie Gaskins sgaskin1@kent.edu