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
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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

Who better to help with a Lightning Round than KSU’s mascot Flash?
Images on this slide courtesy of Kent State University Communications & Marketing
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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

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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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Abstract: 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.
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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.
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:

[Image of an email proposal with default boilerplate text highlighted]

Default boilerplate text
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DC @ KSU Future Workflow Idea:

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

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

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