

Sample Workflow



Workflow for USFSP Faculty Scholarship Collection

Contacting faculty:

- New faculty are identified and approached either in person or through email
- Current faculty not participating in the Archive receive an email invitation ~ twice a year

Information provided in invitation

- General information about the USFSP Digital Archive
- One or two examples of faculty profiles from their college and, if applicable, department
- List the advantages of participating in the archive
- Stress that participating does not require them to perform any work themselves

Once the faculty member responds positively:

- Collect their CV
- Invite them to supply a photo of their choice &/or capture one from the USFSP web site
- Invite them to briefly describe their research if not included on the CV
- Verify the publication name they prefer (this is particularly important to female faculty who may have published under other names)
- Verify contact information, if necessary
- Verify what types of scholarship the faculty member would like to include, if necessary (some faculty have very specific ideas of what they do and do not want included)

Create the profile:

- Organize the main profile page
- Prepare a template for item submission
- Prepare scholarship items for submission
 - Select a standard citation style format for all entries (USFSP Archive uses APA)
 - Verify and correct, if necessary, all citations elements
 - Collect available metadata for submissions including such data as: ISSN, ISBN, links to full text (open access or proxied), abstracts, excerpts, publisher, DOI, etc.
- Submit and review all item records

Completed profiles:

- Email notification sent to faculty with URL to profile, link to finding and using the Archive guideline and some general tips
- Faculty are encouraged to provide feedback or corrections as they see fit
- Faculty are invited to meet with the archive team to answer questions or discuss additional options for their page
- If any requests are not possible due to software limitations or Archive policies, the reasons why their request cannot be granted is carefully explained

- Faculty are notified that the archive team establishes citation alerts through Web of Science and Google Scholar in order to update the profile with new scholarship but faculty are encouraged to self-report as well.

Full-text materials:

- Faculty are invited to submit full-text files of published manuscripts. The archive team will research the copyright restrictions to determine if full-text posting is permissible
- Files of completed presentations may also be posted in the Archive if the faculty wishes.

Follow-up:

On an occasional basis, review each individual faculty member's collection page and:

- Run a database and Google Scholar search on their name to pick up any additional items that may have been missed by alerts
- Prepare and distribute a statistical report to illustrate the reach their work is having through the archive. The archive team provides total hits per item, and general information on the number of countries. The geographic list is not comprehensive since our software's statistics pages only shows details on the last few months.

Handout for <http://dspace.nelson.usf.edu/xmlui/handle/10806/11969>