

# **MULTIPLE HATS AND MANY HANDS**

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**Streamlining Digital Collection Workflows**

Digital Commons + Great Lakes User Group Meeting, 2020  
Marsha Miles, Cleveland State University

# EngagedScholarship @ CSU



## EngagedScholarship @ Cleveland State University

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### Author Corner

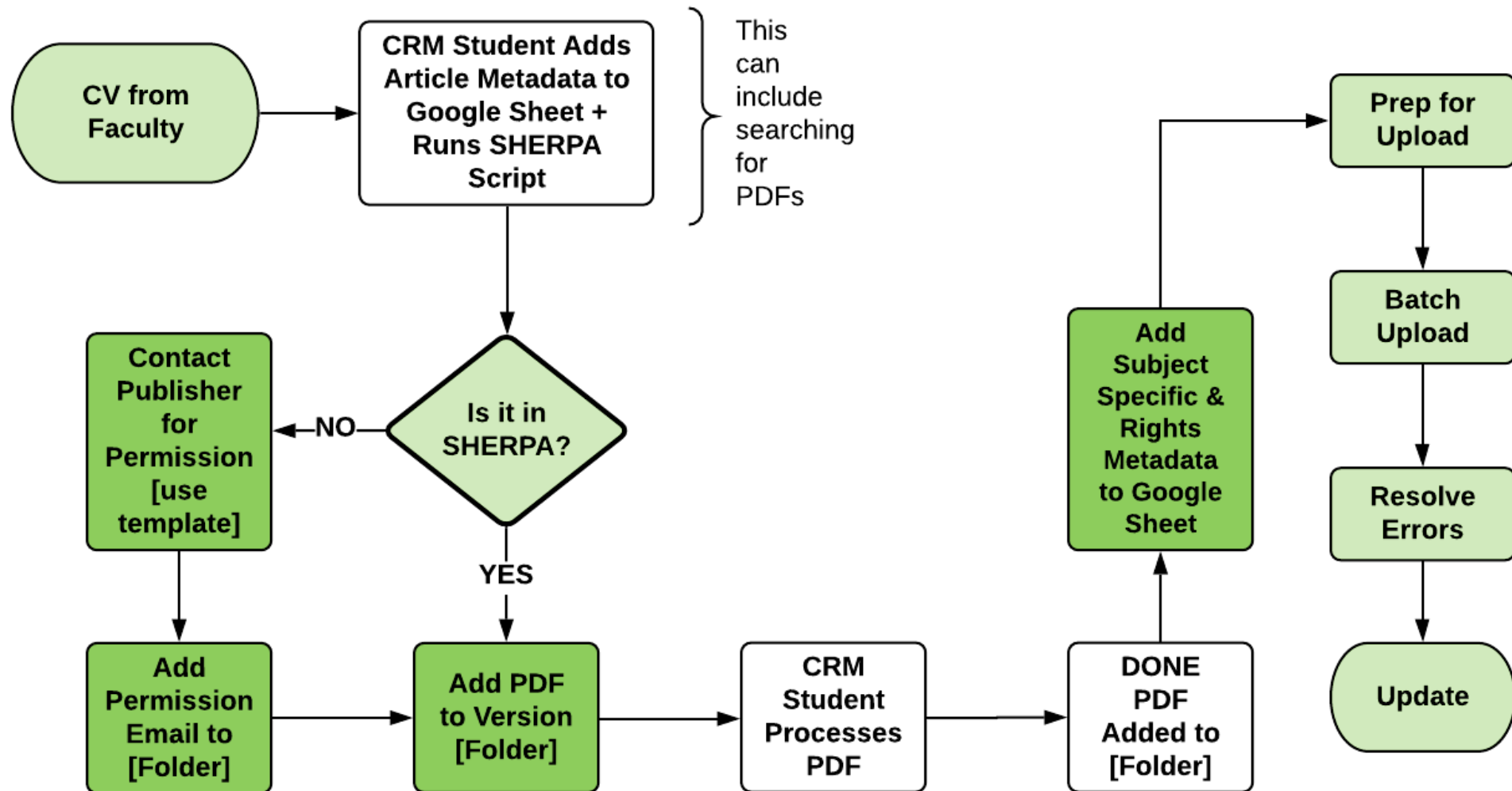
### CSU Clinical Chemistry Students Present Research at National Conferences

CSU clinical chemistry Ph.D. students and travel grant recipients Valentinas Gruzdis (left), Dan Wang (center), and Mahesheema Na (right).

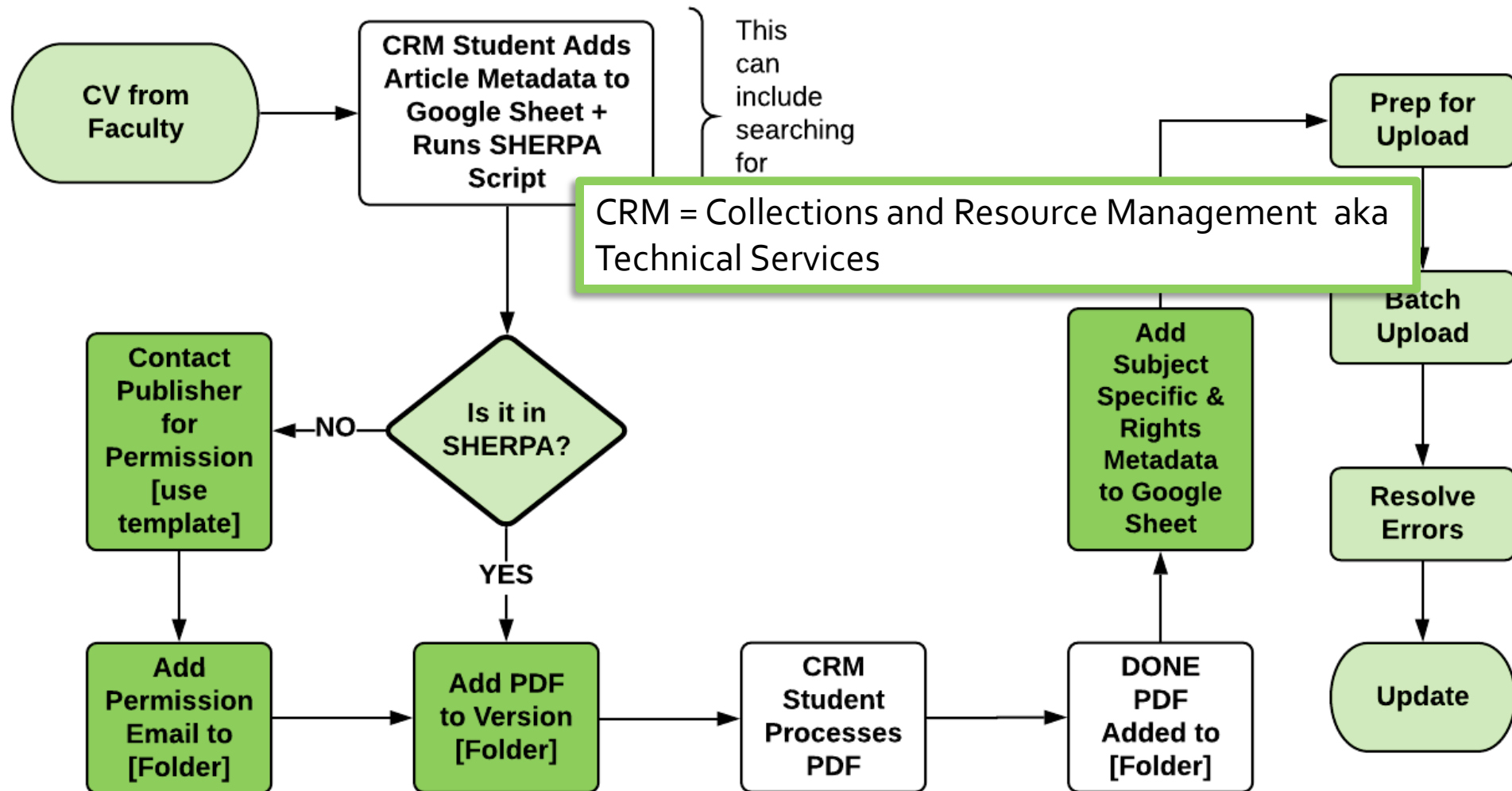
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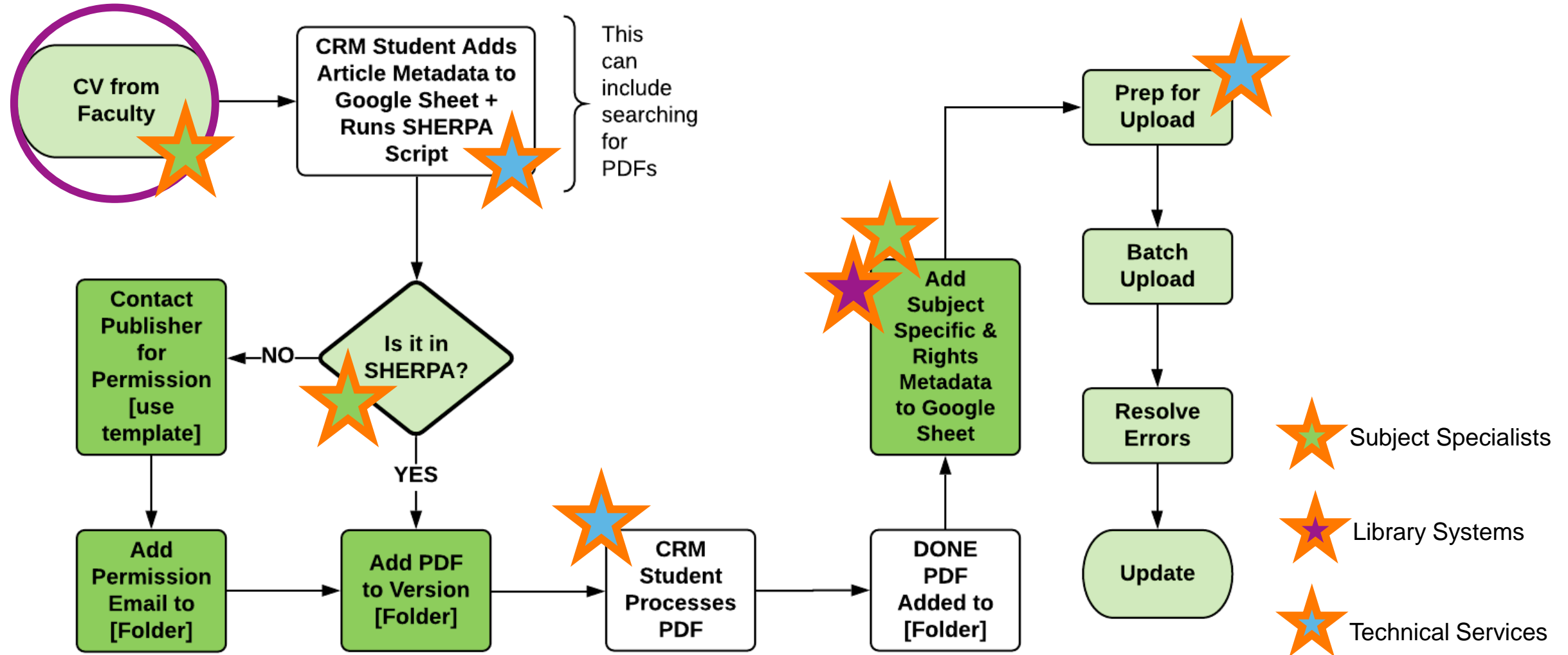
# EngagedScholarship @ CSU Workflow



# EngagedScholarship @ CSU Workflow



# Interdepartmental Collaboration



# Sherpa/RoMEO Permissions

Sherpa/RoMEO permissions ☆ 📁 ☁

File Edit View Insert Format Data Tools Add-ons Help

SherpaRoMEO [All changes saved in Drive](#)

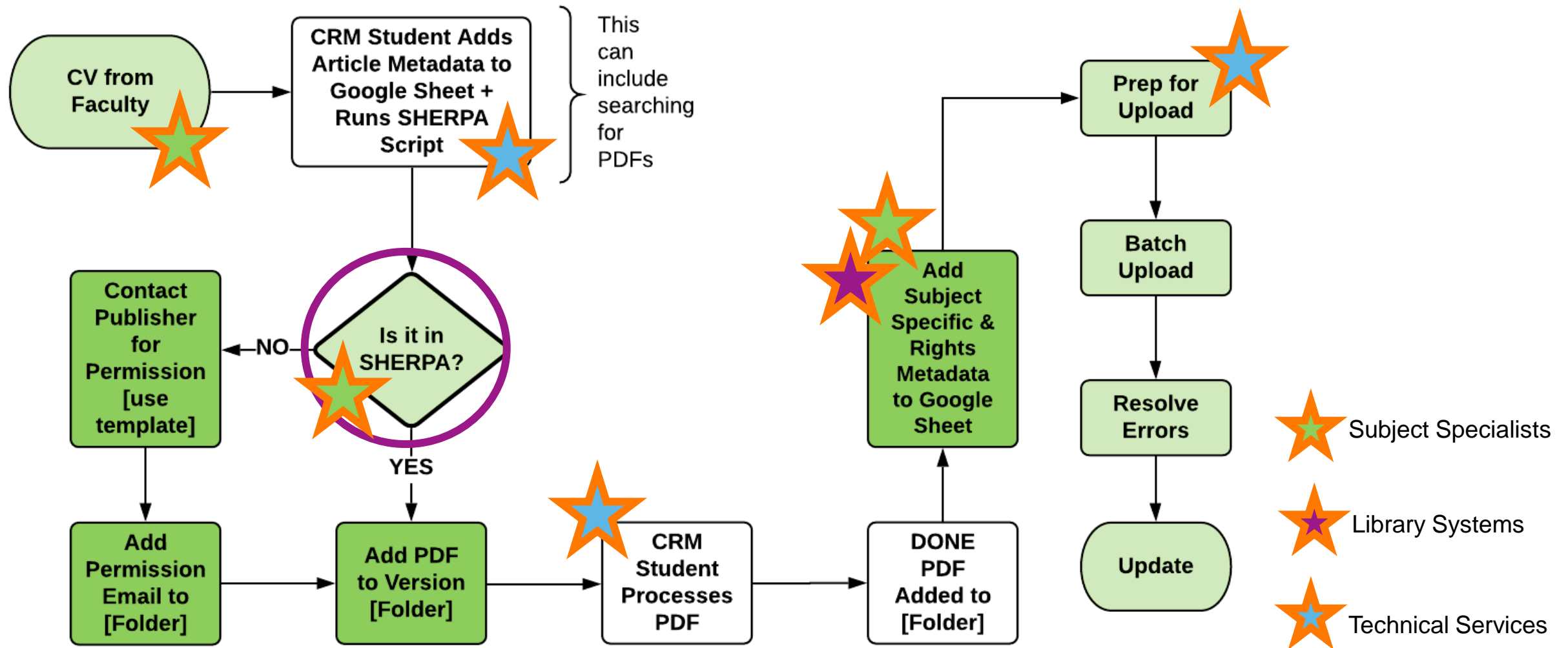
Create Column Headers

Process ISSN

Using journal ISSNs, the script retrieves permissions, conditions, and restrictions for submitting articles to an IR and adds the data to a Google sheet.

	A	B	C	D						
1	ISSN	Journal Title	Journal Conditions	Pre-Print Restrictions	Post-Print Restrictions	Publisher's PDF Restrictions	Copyright Links	Sherpa/RoMEO Link	Embargo	Article Version
2	0021-9584	Journal of Chemical Education	1. On author's personal use 2. Non-Commercial 3. Must be accompanied by a link to the publisher's version 4. Must link to publisher's version 5. Publisher's version must be used 6. Publisher last reviewed	1. Must obtain written permission 2. Must not violate ACS policy	1. If mandated by funding agency 2. If mandated to deposit in a repository 3. <num>12</num> <peri>	No Restrictions Found	1. Copyright form: ACS Journal Policy 2. ACS Journal Policy 3. NIH Policy: http://www.nih.gov/policy/permissions/permissions.htm 4. User Guide: http://www.sherpa.ac.uk/	<a href="http://www.sherpa.ac.uk/">http://www.sherpa.ac.uk/</a>	YES	Post-print may be used
3	0096-1442	Journal of Urban History	1. Authors retain copyright 2. Pre-print on any website 3. Author's post-print 4. Publisher copyright 5. Publisher's version 6. Post-print version 7. "as published" final 8. Must link to publisher's version 9. Publisher last reviewed 10. SAGE may give permission	No Restrictions Found	No Restrictions Found	No Restrictions Found	1. SAGE and Open Access 2. SAGEs Author's Rights 3. Posting to an Institutional Repository	<a href="http://www.sherpa.ac.uk/">http://www.sherpa.ac.uk/</a>	NO	Post-print may be used
4	0048-7511	Reviews in American History	1. On institutional repository 2. On a non-profit server 3. Publisher copyright 4. In open access repository 5. Publisher's version 6. Publisher last reviewed	No Restrictions Found	No Restrictions Found	No Restrictions Found	1. Policy: https://www.sagepub.com/policy/permissions/permissions.htm	<a href="http://www.sherpa.ac.uk/">http://www.sherpa.ac.uk/</a>	NO	Post-print may be used

# Interdepartmental Collaboration





# Subject Specific & Rights Metadata

- Disciplines
- Keywords
- Version
- Publisher's statement
- Embargo date
- Custom citation

## Publisher's Statement Formula

### Formula

=CONCATENATE("This is an Author's Accepted Manuscript of an article published in ",E2, "  
",TEXT(C2,"MM-DD-YYYY"), ", ", " ", "available online: http://www.tandfonline.com/", Q2, ".")

### Example Result

This is an Author's Accepted Manuscript of an article published in Metallurgical and Materials Transactions A: Physical Metallurgy and Materials Science 05-01-2004, available online: 10.1007/s11661-004-0269-3.



Boutros, J., & Bayachou, M. (2004). Myoglobin as An Efficient Electrocatalyst for Nitromethane Reduction. Inorganic Chemistry, 43(13), 3847-3853. doi: 10.1021/ic0351

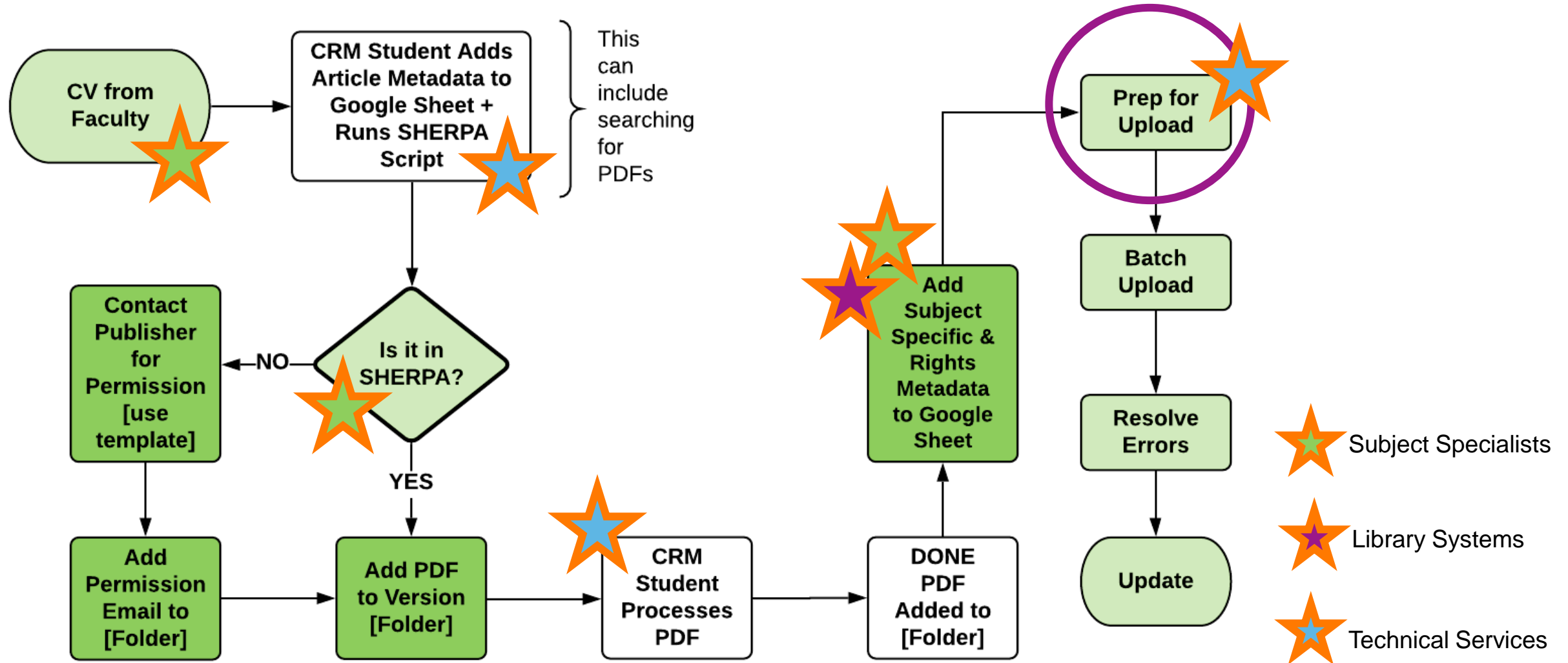
## Custom Citation Macro\*

	C	D	E	F	G
1	title	filename	fulltext_url	keywords	abstract
2	A Spectral Identity Mapper for Chemical Image Analysis	Chemical imaging	Generating chemi	Turner, J. F., Zhan	John
3	Adaptive Filtering and Hadamard Transform Imaging Spectro	Imaging spectrosc	The acousto-optic	Turner, J. F., & Tre	John
4	Catalytic Two-Electron Reductions of N2O and N3- by Myoglobin in Surfactant	Myoglobin (Mb), in	Bayachou, M., Elk	Mekki	
5	Chemical Imaging of Thermoplastic Olefin (TPO) Surface Architecture	In the automotive i	Morris, H. R., Turn	Hannah	
6	Congruency Between Biophysical Data from Multiple Platforms and Molecular	The predicted struc	Gogor		
7	Cosine Histogram Analysis for Spectral Image Data Classifi	Chemical imaging	Conventional multi	Zhang	

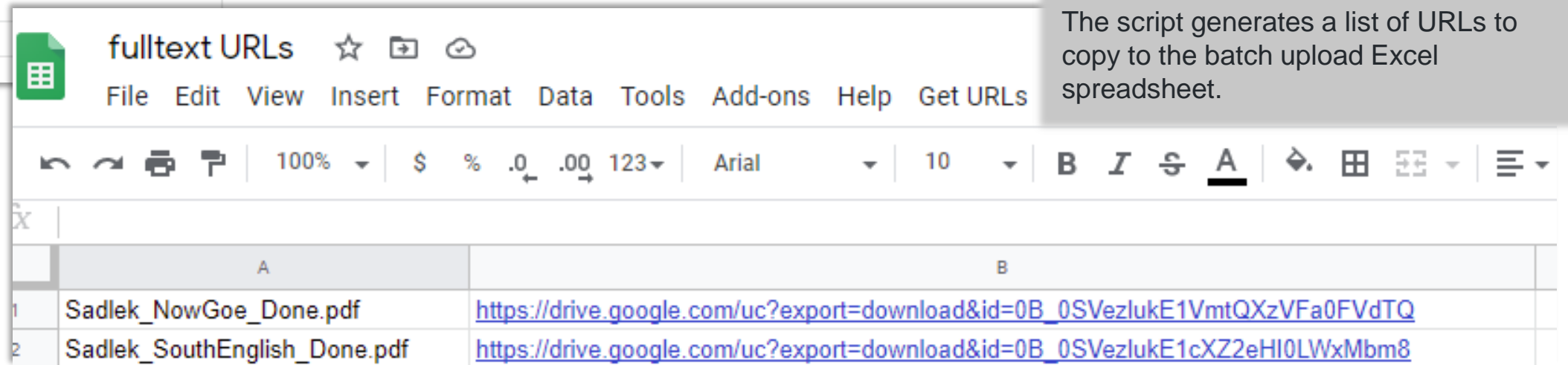
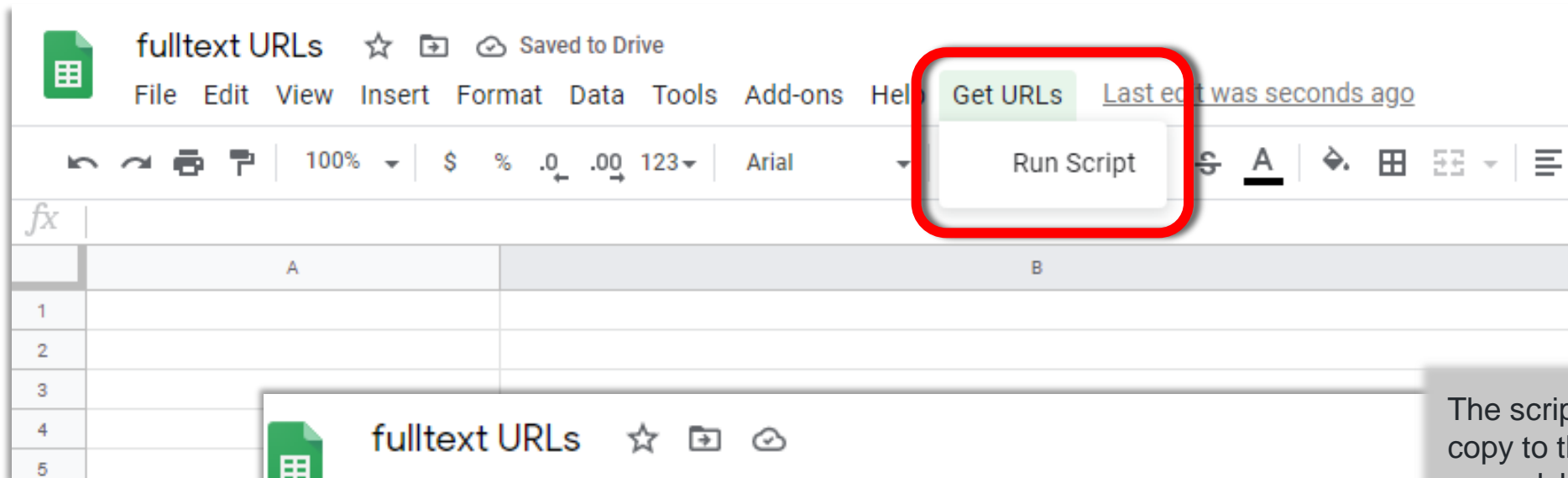
\*Only available for APA



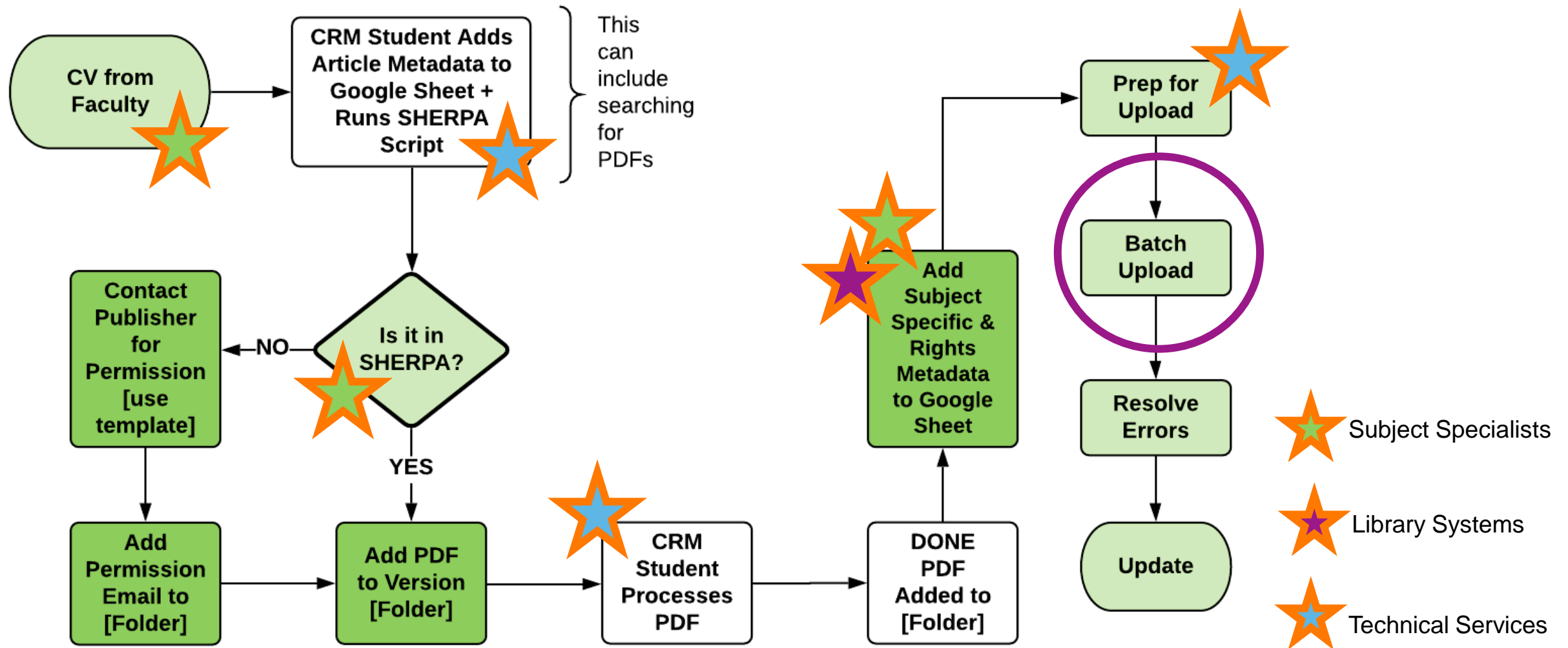
# Interdepartmental Collaboration



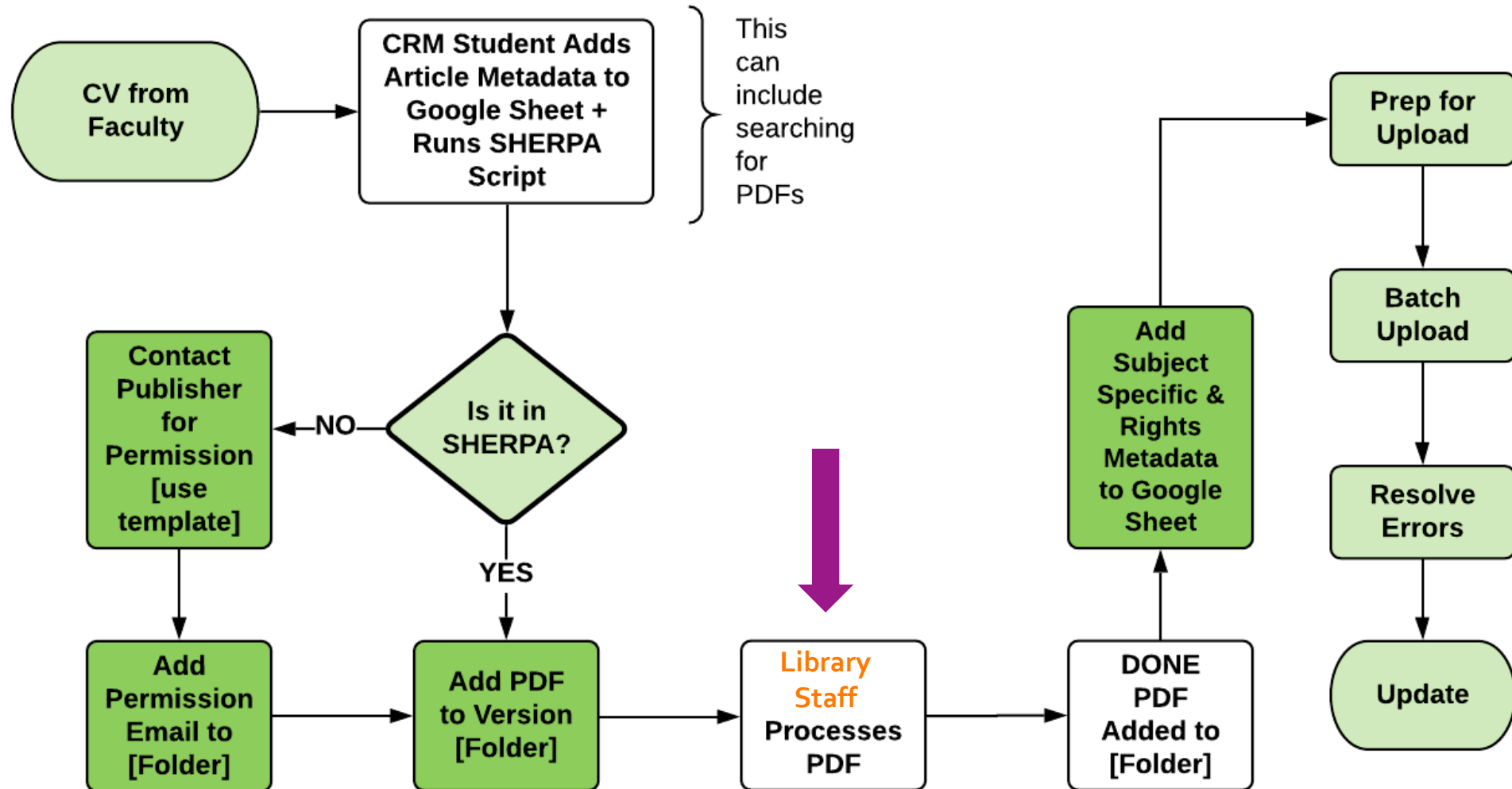
# getURLs



# Interdepartmental Collaboration

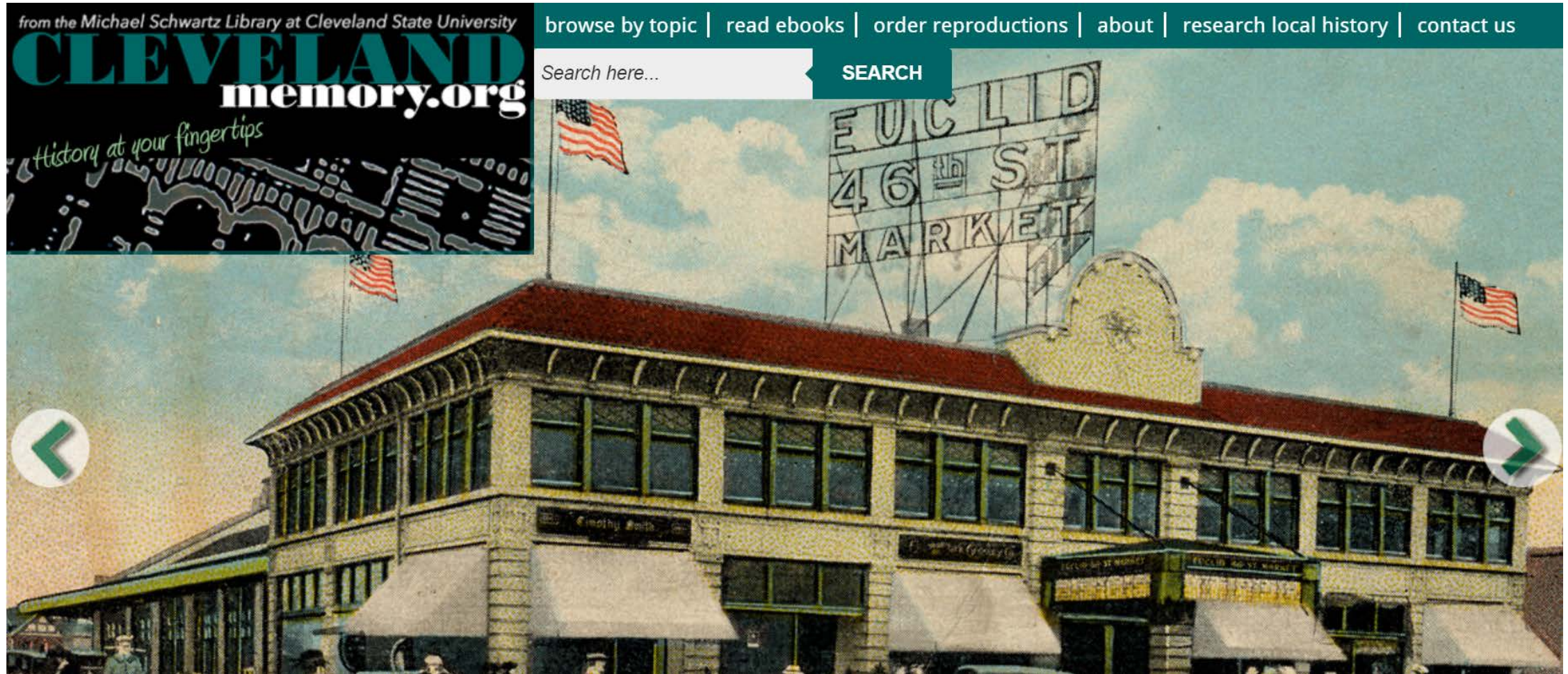


# Working Remotely

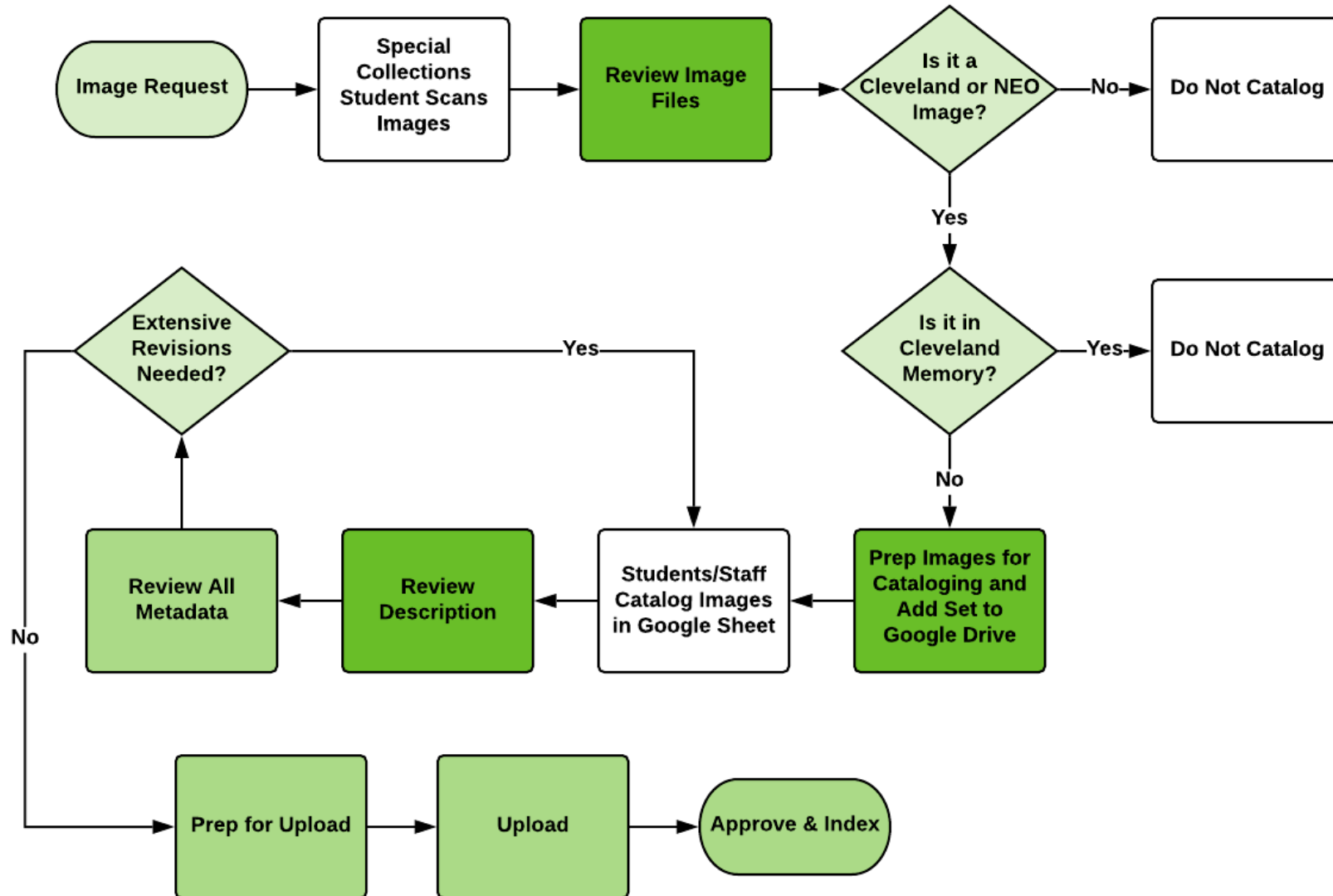




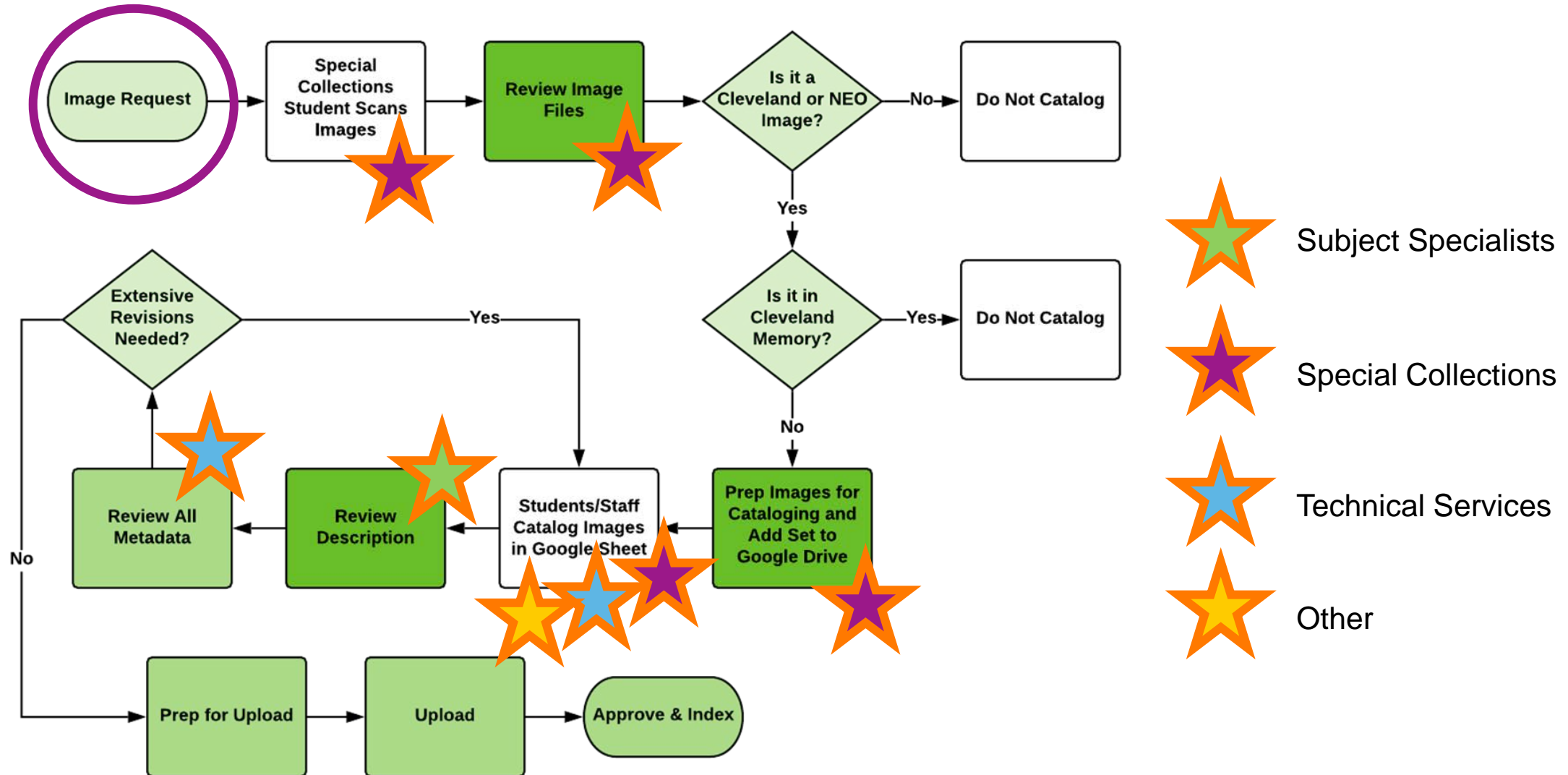
# Cleveland Memory Project



# Cleveland Memory Workflow



# Interdepartmental Collaboration





# Tools and Documentation



CMP Metadata Template					
File Edit View Insert Format Data Tools Add-ons Help Last edit was on...					
100% \$ % .0 .00 123 Default (Ari... 10					
fx	A	B	C	D	
1	Explanation	Filename - including the .jpg file extension	<a href="#">See CMP Metadata Details</a>	<a href="#">Use list of terms &amp; see CMP Metadata Details</a>	<a href="#">See CMP Metadata Details</a>
2	Example	cavs72-024.jpg	Cavs' Steve Patterson blocks Bullets' Wes Unseld	Cleveland Cavaliers (Basketball team); Baltimore Bullets (Basketball team); Patterson, Steve	"Steve Patterson Unseld" -- photo
3	CMP Field	Identifier	Title	Subject	Description
4					

CMP Metadata Details

File Edit View Insert Format Tools Add-ons Help Last edit was on...

100% Normal text Calibri 12

1 2 3 4 5

## CMP Metadata Details

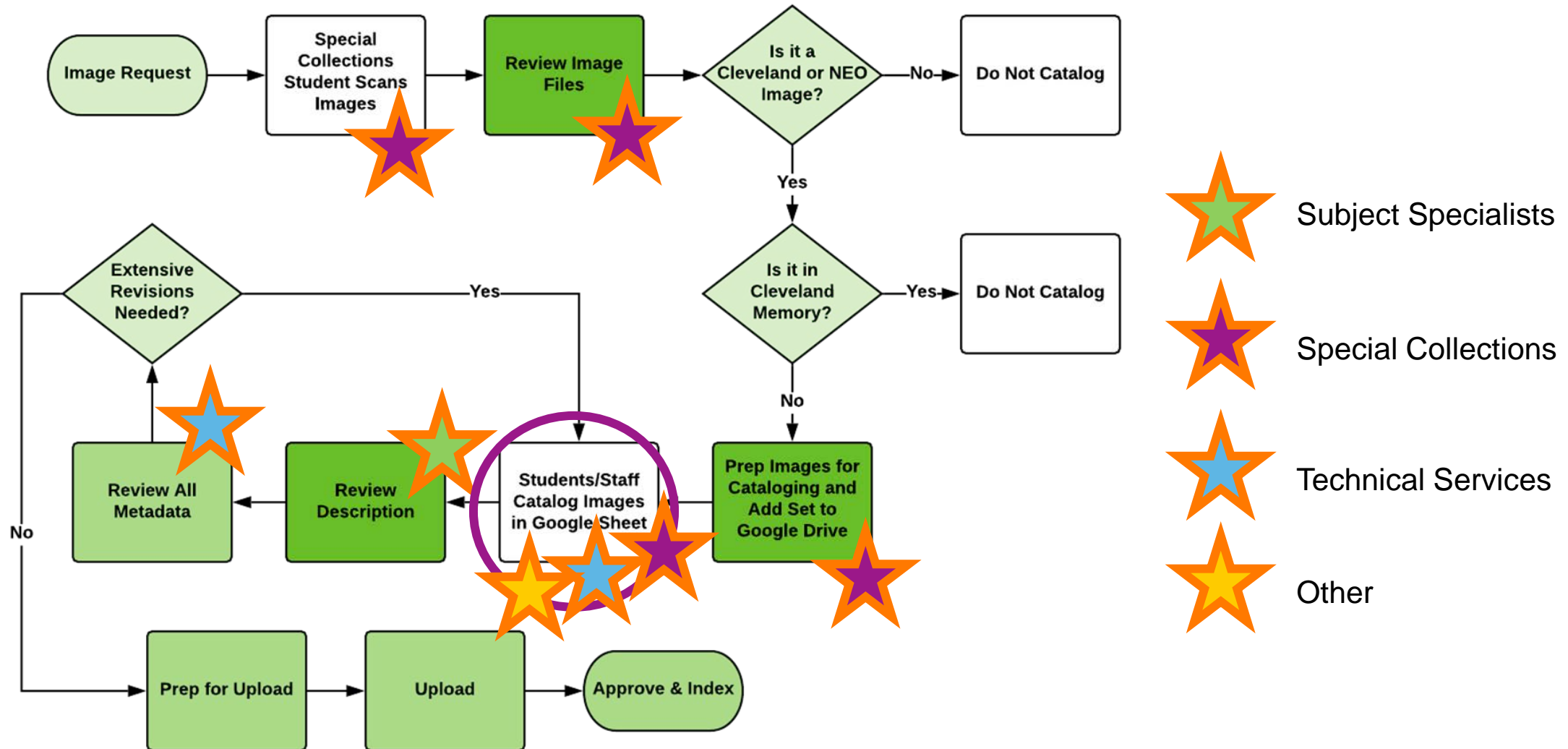
**Title:**

Definition: A name given to a resource by the creator or publisher; or it may also be an identifying the cataloger when the work is not known by a particular title. When possible we use the same title the resource previously. If it is not clear that the work has a title, create a brief, descriptive title which is distinct.

1. When possible exclude initial articles (the, an, a) from the title.
2. Capitalize the first word of the title and any proper names contained within. All other words should be capitalized.
3. Consult established cataloging rules such as the Anglo-American Cataloging Rules (AACR2) or A Content Standard for more information.
4. Avoid using generic titles like "Boy in garden." Try to make titles descriptive and distinct.
5. If you are creating a title for a group of items, create a title that describes the group of items

**Examples of titles:**

# Interdepartmental Collaboration



# Prepping for Upload



## Delete Trailing Semicolons

=IF(RIGHT(C2,1)=";",LEFT(C2,LEN(C2)-1),C2)

## Adding Multiple Items + Metadata in CONTENTdm

- Last column = Filename + Extension
- Save as tab delimited file
- Close Excel



CONTENTdm Project Client

Project Add Item Edit Administration Help

Home Find in Collection Cle Press

Find & Replace Spell Check Replace Items More Actions ...

Select All Clear All Upload for Approval Open in Tab Delete

	Thumbnail	Identifier	Title	Subject	Description	Creator	Location Depicted	Time Period	Date Original
<input checked="" type="checkbox"/>		ashtabulastreet001	Main Street in Ashtabula Ohio, 1965	Ashtabula (Ohio); Main Street (Ashtabula, Ohio); Streets	"Major target of Arrowhead Urban Renewal: Main Street, Ashtabula" -- photo verso		Ashtabula (Ohio)	Decline and Comeback: 1960-1990	1965-11
<input type="checkbox"/>		ashtabulastreet002	Ashtabula Shopping Plaza, 1961	Ashtabula (Ohio)	Ashtabula Plaza showing Loblaws, S.S. Kresge Co. and other shops		Ashtabula (Ohio)	Decline and Comeback: 1960-1990	1961-09

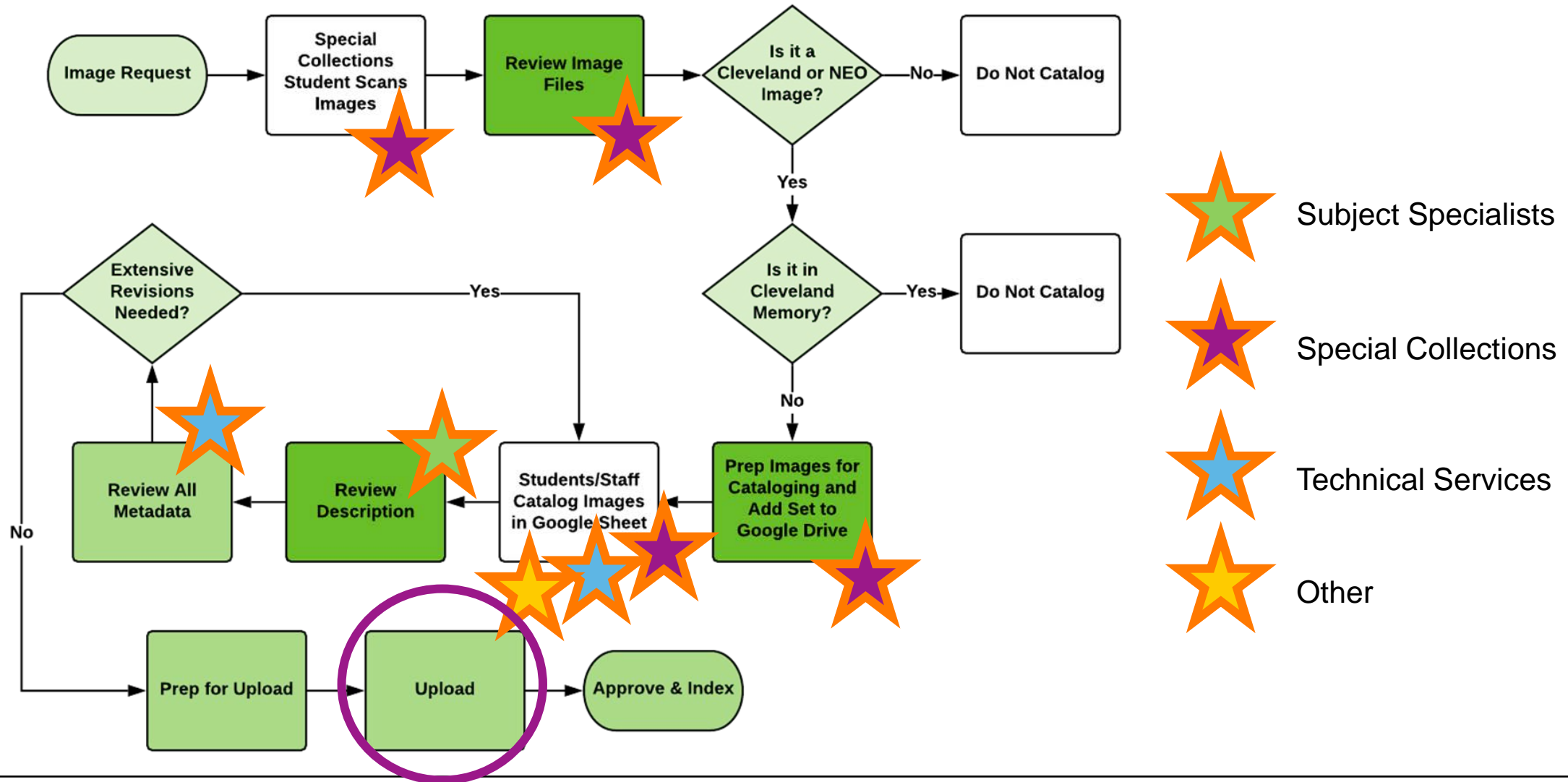
**Cleveland Press Collection**

Cle Press

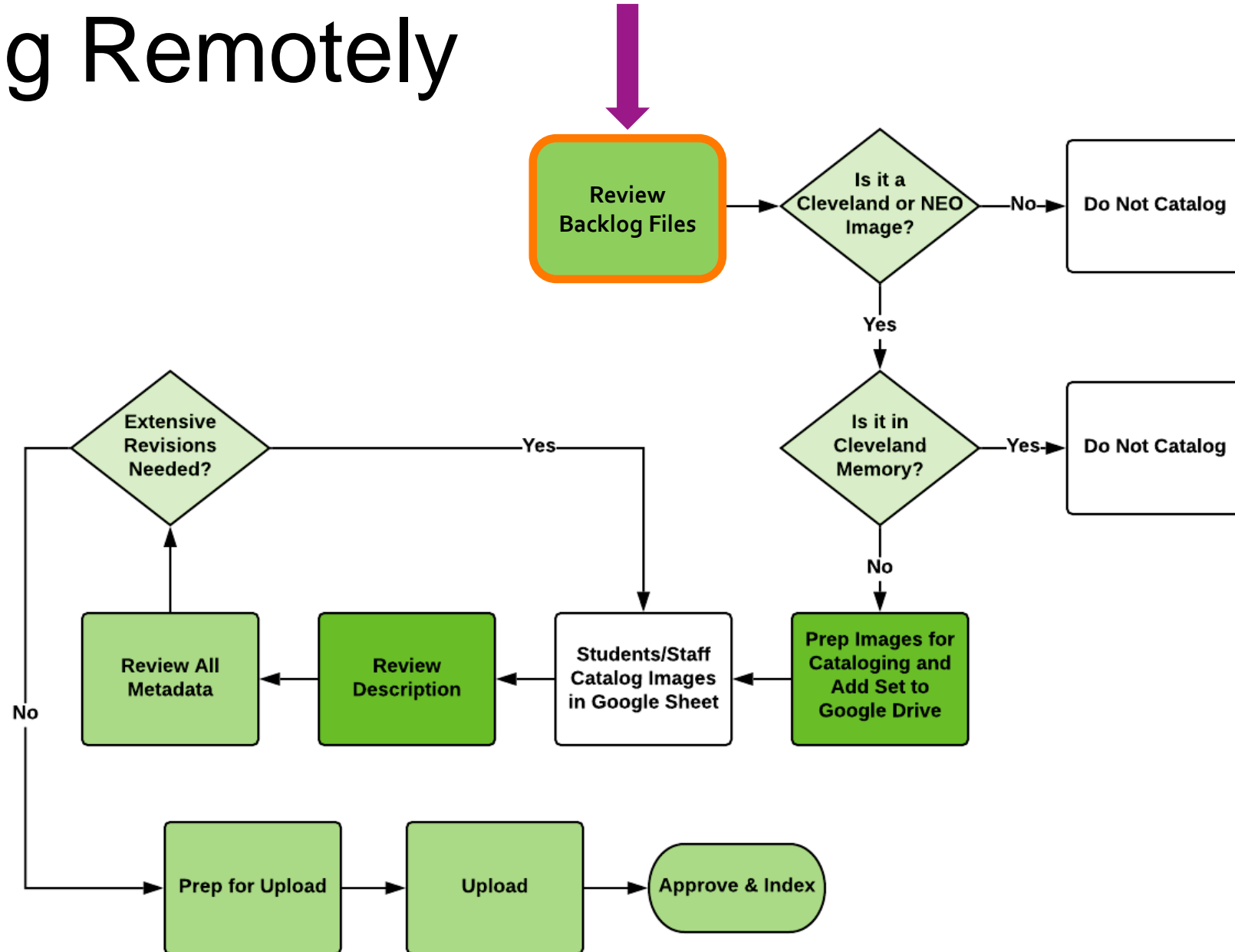
**Common Tasks**

- Add Item
- Add Multiple Items
- Add Compound Objects
- Edit Existing Items

# Interdepartmental Collaboration



# Working Remotely



# Contact / Resources

## Marsha Miles

[m.a.miles24@csuohio.edu](mailto:m.a.miles24@csuohio.edu)

## Resources

- Custom Citation Macro V2:  
[https://engagedscholarship.csuohio.edu/msl\\_facpub/105](https://engagedscholarship.csuohio.edu/msl_facpub/105)
- EngagedScholarship @ CSU LibGuide:  
[https://researchguides.csuohio.edu/Engaged\\_Scholarship/librarians](https://researchguides.csuohio.edu/Engaged_Scholarship/librarians)
- getURLs Apps Script:  
[https://github.com/marshamiles/getURLs\\_Apps\\_Script](https://github.com/marshamiles/getURLs_Apps_Script)

- OCLC CONTENTdm documentation:
  - Add multiple items:  
<https://tinyurl.com/yxklmjeg>
  - Importing multiple files with tab-delimited text: <https://tinyurl.com/y3d627hx>
- SherpaRoMEO Permissions Apps Script:  
[https://github.com/marshamiles/SherpaRoMEO\\_Permissions](https://github.com/marshamiles/SherpaRoMEO_Permissions)



Michael Schwartz  
Library