DigitalHub Workflows: Preserving and Sharing Scholarly Work Using NM's Repository

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Galter Health Sciences Library
Feinberg School of Medicine
Northwestern University
DigitalHub Vision

Facilitate discovery and recognition of research and scholarship at Northwestern Medicine, bringing together open access to traditional and non-traditional research and information on scholarly activities across disciplines.

Combine institutional and public data sources to represent a living record of scholarly output.
DigitalHub is built on Sufia

Sufia extends Hydra to provide a user interface around common repository and social features.

Sufia offers self-deposit and proxy deposit workflows.

Hydra: a community, a set of design principles, and (Ruby) software for building applications with repository storage and a search index.
What types of works can be deposited in DigitalHub?

- Research papers, published or unpublished
- Presentations
- Educational materials
- Reports and white papers
- Supplemental images
- Posters
- Open access books
- Images
- Datasets
Persistent unique identifiers
Digital Object Identifiers (DOIs) and Archival Resource Keys (ARKs)
Requirements for submitting content

• Depositor must be affiliated with Northwestern Medicine.
• Depositor must have the right to let Galter Library distribute it.
• The content must be scholarly, educational, or related to the university's mission.
• The content must be permanent. DigitalHub is intended to be an archive, not a storehouse for works in progress.
• The content must be in a digital format.
Rights and copyright

Depositors must agree to a non-exclusive distribution license prior to deposit.

Copyright owners retain copyright over their materials.

They grant Galter Library a non-exclusive license to distribute it, authorizing Galter Library to make it available and also distribute it by other mechanisms.
Rights and copyright

Depositors may select a Creative Commons license for their material upon deposit.
Checking publisher copyright policies & self-archiving

Publisher copyright policies & self-archiving

Search

○ Journal titles or ISSNs  ○ Publisher names

○ Exact title  ○ starts with  ○ contains  ○ ISSN

Use this site to find a summary of permissions that are normally given as part of each publisher’s copyright transfer agreement.

Depositors are encouraged to visit SHERPA/RoMEO (http://www.sherpa.ac.uk/romeo/) or to contact their publisher to determine copyright policies
Basic submission workflow
7 easy steps

• Login to your account on DigitalHub
• Select the “Upload” button
• Read the deposit agreement and mark the checkbox if you agree to the terms. If you do, then continue …
• Select a file you want to deposit and upload it.
• Apply metadata (5 required fields)
• Set permissions and visibility
• Save your work in DigitalHub!
Submitting a resource

• User guide:
  https://goo.gl/642uyx

• Demo video:
  https://goo.gl/9g89v1
Submitting a resource – step 1

Login to digitalhub.northwestern.edu
Submitting a resource – step 2

Upload digitalhub.northwestern.edu/dashboard
Submitting a resource – step 3
Agree to the deposit agreement

Upload

Note:
You must agree to DigitalHub's Deposit Agreement before starting your upload.
You must have the rights to let Galter Library distribute it.

On Behalf of Yourself

Upload to (optional): Select collection...

☐ I have read and do agree to DigitalHub's Deposit Agreement.

+ Select files... + Select folder...  🔄 Start upload  ☑ Cancel upload
Submitting a resource – step 4

Start Upload

Upload

Note:
You must agree to DigitalHub’s Deposit Agreement before starting your upload.
You must have the rights to let Galter Library distribute it.

On Behalf of

Upload to (optional):

I have read and do agree to DigitalHub’s Deposit Agreement.

Select files...  Select folder...  Start upload  Cancel upload
Submitting a resource – step 4

Start Upload from Cloud Providers

Upload

- My Computer
- Cloud Providers

Note:
You must agree to DigitalHub’s Deposit Agreement before starting your upload.
You must have the rights to let Galter Library distribute it.

Please note that if you upload a large number of files within a short period of time, the cloud provider may not be able to accommodate your request. If you experience any errors uploading from the cloud, let us know via the contact form.

Upload to (optional): Select collection...

☐ I have read and do agree to DigitalHub’s Deposit Agreement.

Browse cloud files
Submit selected files

0 items selected
Submitting a resource – step 4

Example: Box

Box

Please take a moment to authorize this application to access your Box files. You will be guided through authorization in a popup window, and returned here automatically when authorization is complete.

Connect to Box

0 files selected
Submitting a resource – step 5

Apply Metadata

5 required fields:

- Title
- Resource type
- Keyword
- Creator
- Rights

Title
DigitalHub: Preserving and Sharing Your Work Using NM's

Resource type(s)
- Poster
- Practice Guideline
- Pragmatic Clinical Trial
- Presentation
- Price Lists
- Problems and Exercises
- Programmed Instruction
- Programs
- Project

Keyword
- Institutional Repository

Rights
- Attribution-ShareAlike 3.0 United States
- Click to select...

Creator
- Ilik, Violeta
Submitting a resource – step 6

Set visibility & permissions

Bulk Permissions (applied to all files just uploaded)

Permissions are not saved until the "Save" button is pressed at the bottom of the page.

Visibility - who should have the ability to read and download?

- **Open Access (recommended)**: Visible to the world.
- **Northwestern University**: Visible to all Northwestern University users.
- **Private**: Visible to users/groups specified below, if any.

**Share With** (optional)

Enter User (one at a time)

- Holmes, Kristi Lee (klh183)
- Galter Health Science Library; Feinberg School of Medicine

Choose Access

<table>
<thead>
<tr>
<th>Person/Group</th>
<th>Access Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depositor (Violeta Ilik)</td>
<td>Edit</td>
</tr>
<tr>
<td>klh183</td>
<td>Edit</td>
</tr>
</tbody>
</table>

Save
Submitting a resource – step 7

Save!

Congratulations, you have submitted a resource!
- Descriptive, administrative and structural metadata
- Use of university databases – campus directory
- Use of established standards (date, language)
- Use of established controlled vocabularies

Controlled vocabularies
Using National Library of Medicine MeSH publication types

- Descriptive, administrative and structural metadata
- Use of established controlled vocabularies
- Use of university databases – campus directory
- Use of established standards (date, language)
- Using NLM MeSH
Note: Version – uploading a new version of the same work

Upload New Version

Upload a new version of this file from your computer.

Choose File No file chosen

Upload New Version

Restore Previous Version

Current version: October 22nd, 2015 18:02 [by viq454]

Save Revision

NOTE: the file needs to be in the same file format as the originally uploaded file. Example: if you uploaded a pptx file the new version should also be in pptx file format.
How to create a collection

• Login to your account on DigitalHub
• From your Dashboard:
  • Select “Create Collection”
• Describe your collection
• Select a file you want to add to your collection (previously uploaded content by you)
• Set permissions and visibility for your collection

OR:

• If you have previously uploaded files in DigitalHub from your Dashboard navigate to “My Files” by selecting “View Files” and select the files you want to add to your collection
How to create a multipage image collections

• Login to your account on DigitalHub
• From your Dashboard:
  • Select “Create Collection”
• Mark the checkbox next to “Multipage”
• Describe your collection
• Select the images (previously uploaded) you want to add to your multipage collection
• Create the collection by clicking the “Create collection” button
• Go back to each individual image and assign numbers in the “Page number” field to each image in the order you want them displayed.
Creating collections

• User guide:
  https://goo.gl/LLtTdm

• Demo video:
  https://goo.gl/ZB7SRu
Creating collections - step 1
Create Collection
Creating collections – step 2
Describe your collection

Create New Collection

Descriptions

Multi-page? 🚄

* Title 🚄

* Keyword 🚄

Resource type(s) 🚄
Abbreviations
Abstracts
Academic Dissertations
Account Books
Addresses
Advertisements
Almanacs
Anecdotes
Animation

Rights 🚄
Attribution 3.0 United States

Creator 🚄

Contributor 🚄
Creating collections – step 3

Add files

My Dashboard / My Collections

force

Open Access (recommended)

Keyword: conference
Resource type(s): Poster
Creator: Ilik, Violeta

Date Created: 2016-26-04
Total Items: 0
Size: 0 Bytes

Edit
Add files
Upload files

Search Collection
Go

Items in this Collection
## Creating collections – step 4

### Select files

<table>
<thead>
<tr>
<th>Title</th>
<th>Date Uploaded</th>
<th>Visibility</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>04/25/2016</td>
<td>Private</td>
<td><img src="select.png" alt="Select an action" /></td>
</tr>
<tr>
<td>DigitalHub: Preserving Your Work Using NM's Repository</td>
<td>04/12/2016</td>
<td>Open Access</td>
<td><img src="select.png" alt="Select an action" /></td>
</tr>
<tr>
<td>Is part of: Violeta Ilik's Presentations</td>
<td></td>
<td></td>
<td><img src="select.png" alt="Select an action" /></td>
</tr>
<tr>
<td>Sherpa.jpg</td>
<td>04/01/2016</td>
<td>Private</td>
<td><img src="select.png" alt="Select an action" /></td>
</tr>
<tr>
<td>Is part of: Violeta Ilik's Presentations</td>
<td></td>
<td></td>
<td><img src="select.png" alt="Select an action" /></td>
</tr>
<tr>
<td>Navigating the Digital Scholar Sphere</td>
<td>01/19/2016</td>
<td>Open Access (recommended)</td>
<td><img src="select.png" alt="Select an action" /></td>
</tr>
</tbody>
</table>
Creating collections – step 4
Add to collection
Options: Update Collection or Add to new Collection
Creating collections – congratulations!

Keywords: conference
Resource type(s): Poster
Creator: Ilik, Violeta

Date Created: 2016-26-04
Total Items: 3
Size: 11.9 MB

Not a member of any collections

Items in this Collection

<table>
<thead>
<tr>
<th>Title</th>
<th>Date Uploaded</th>
<th>Visibility</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>About DigitalHub</td>
<td>01/20/2016</td>
<td>Open Access (recommended)</td>
<td>Select an action</td>
</tr>
<tr>
<td>Is part of: force</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DigitalHub class</td>
<td>12/23/2015</td>
<td>Open Access (recommended)</td>
<td>Select an action</td>
</tr>
<tr>
<td>Is part of: force</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DigitalHub: Preserving Your Work Using NM's Repository</td>
<td>11/16/2015</td>
<td>Open Access (recommended)</td>
<td>Select an action</td>
</tr>
<tr>
<td>Is part of: Presentations, force</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Example of multipage collection

Photograph of a Sinhalese ola written in Pali ca. 1760 CE (closed)

Photograph of an Ola (palm-leaf manuscript) written in Pali around 1760 AD. The binding cord, ivory carved medallion, and lacquered wood covers are modern, made in Ceylon by native artists after ancient models. This ola and another ola are featured on the DigitalHub home page. [Donated by Dr. Casey Wood, 1934. Photo by James B. Brucker, 2005.] PHOTO Credit line should read: "Courtesy of the Galter Health Sciences Library Special Collections, Feinberg School of Medicine, Northwestern University, Chicago, Ill."

**Descriptions**

**Resource type(s):** Photographs

**Keyword:**
- Sinhalese Ola
- Ophthalmology
- Rare books
- Special collections

**Date Created:** 1760

**Language:** Pali

**Rights:** Attribution 3.0 United States

**Creator:** Brucker, James B

**Subject: MESH:**
- Ophthalmology
- Otolaryngology
- Medicine, Traditional

**Subject: Geographic:** Sri Lanka

**Download the file**

**Actions**

Download | Analytics | Citations | Edit

**Export to:** EndNote

**Collections**

This file is in the following collections:

- Special Collections: photos from the vault

Northwestern Medicine
Example of multipage collection

- multi-page collections created with an IIIF viewer
Collections – admin and editors can add items to collections from catalog

### 2. CT Surgery

<table>
<thead>
<tr>
<th>Title:</th>
<th>CT Surgery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depositor:</td>
<td>Erin Crawford</td>
</tr>
<tr>
<td>Creator:</td>
<td>Kruse, Jane</td>
</tr>
<tr>
<td>Keywords:</td>
<td>Teaching Material</td>
</tr>
<tr>
<td>Date Uploaded:</td>
<td>08/31/2016</td>
</tr>
</tbody>
</table>

[Delete] [Add to Collection]

### 3. Greene Vardiman Black

<table>
<thead>
<tr>
<th>Title:</th>
<th>Greene Vardiman Black</th>
</tr>
</thead>
<tbody>
<tr>
<td>Depositor:</td>
<td>Ramune Kubillus</td>
</tr>
<tr>
<td>Creator:</td>
<td>Bock Richard W.</td>
</tr>
<tr>
<td>Description:</td>
<td>Bronze bust of Greene Vardiman Black (Dean of Northwestern University Dental School, 1897-1915) by sculptor R. W. Bock. Bust measures 35.56 cm H x 40.64 cm W x 29.21 cm D, base measures: 40.64 cm W x 29.21 cm D. Base includes name. Photo of bust housed in Galter Health Sciences Library, Feinberg School of Medicine, Northwestern University, Chicago, IL. The life-size bust was presented by the Northwestern University Dental School graduating class of 1905 and presented during Commencement Exercises, May 4, 1905. At one time, it was housed in the Dental Hall of Fame, Ward Building 10th floor, Northwestern University, Chicago campus. (Source: Commencement Exercises Program of Northwestern University Dental School, May 4, 1905; Source: internal inventory, March 6, 1996.)</td>
</tr>
<tr>
<td>Keywords:</td>
<td>bust, Northwestern University, Northwestern University Dental School, Black, G. V. (Greene Vardiman)</td>
</tr>
<tr>
<td>Date Uploaded:</td>
<td>08/18/2016</td>
</tr>
</tbody>
</table>

[Download] [Open Access (recommended)] [Delete] [Add to Collection]
Collections – setting permissions

Edit Collection: force

Permissions

Visibility – who should have the ability to read and download?
- Open Access (recommended) - Visible to the world.
- Northwestern University - Visible to all Northwestern University users.
- Private - Visible to users/groups specified below, if any.

Share With (optional)
Enter User (one at a time)
- Search for a user
- Choose Access
- Select a group
- Choose Access

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Questions?

Thank you

Contact us at: DigitalHub@northwestern.edu

https://digitalhub.northwestern.edu/