Jul 28th, 1:45 PM

Keeping Track of Embargo Records: The Utilization of Google Apps

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Managing Embargo Records: Applications of Google Apps

Digital Commons New England User Group Meeting, July 28, 2017

Jiebei Luo

Skidmore College
Managing Embargo Records: Applications of Google Apps

IR Digest
- Journal articles
- CV tracking
- OA publications
- Student theses

Process
- Metadata
- File processing

IR Publication
- Abstract
- Full-text
- IP restricted
Managing Embargo Records: Applications of Google Apps

Desired features in managing embargo records

• Shareability
• Integrated platform
• No embargo reminding function

Other desired features

• Low cost
• Others features: popularity, long-time accessibility, diversity of available apps
Managing Embargo Records: Applications of Google Apps

Applies Google apps and apps add-ons

Part 1: Embargo reminder

• Google Form
• Google Calendar
• Gmail
• Google Sheets and add-ons **formMule:**
  [https://sites.google.com/a/newvisions.org/scripts_resources/scripts/formmule](https://sites.google.com/a/newvisions.org/scripts_resources/scripts/formmule)

Part 2: Data storage

• Google Drive
• Google Sheets
Managing Embargo Records: Applications of Google Apps

| Embargo reminder |  
|------------------|---|
| 1. Google Forms  |   |
| 3. Google Calendar |   |
| 4. Gmail         |   |

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### Creative Matter Embargo/Waiver Reminder (Open Access at Skidmore)

<table>
<thead>
<tr>
<th>Time stamp</th>
<th>First Name</th>
<th>Last Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/31/2016</td>
<td>Jiebei</td>
<td>Luo</td>
<td>Artist-in-residence</td>
</tr>
<tr>
<td>10/31/2016</td>
<td>Jiebei</td>
<td>Luo</td>
<td>Instructor</td>
</tr>
<tr>
<td></td>
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<td>Lecturer</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Library Faculty</td>
</tr>
</tbody>
</table>

---

*Required

First Name *

Your answer

Last Name *

Your answer

Title *

- Artist-in-residence
- Instructor
- Lecturer
- Library Faculty

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The above table is an example of how Google Apps can be used to manage embargo records.
Managing Embargo Records: Applications of Google Apps

Step 2b: Set up calendar merge

- Turn on calendar-event merge feature.
- Trigger event creation on form submit.

Create Event Condition

- Leave blank to always create an event. Use NULL for empty. NOT NULL for not empty.

Update Event Condition

- Timestamp [ ]

Delete Event Condition

- Timestamp [ ]

Column containing Event id to be used for update

Choose from the following variables:
- "First Name"
- "Last Name"
- "Email"
- "Journal Title"
- "Publication Title"
- "Publisher"
- "Publication Date"

Calendar id: "xyz@sample.org" - creativematter.skidmore@gmail.com

Event title: "Embargo Expires Today"

Location

Guests (comma separated email addresses)
- Email invitations
- All day event

Start time (must use a spreadsheet formatted datetime value)

Download from: https://sites.google.com/a/newvisions.org/scripts_resources/scripts/formmule
Managing Embargo Records: Applications of Google Apps

**Embargo Reminder**
- Google Form
- Google Sheets
- Google Calendar
- Gmail

**Google Drive**
- Google Sheets
- Google Forms
Embargo Reminder & Live Statistic Reporting Site – The Application of Google Apps