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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
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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

Part 2: Data storage
- Google Drive
- Google Sheets
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Embargo reminder

1. Google Forms
2. Google Sheets
   (Google Sheets add-ons: formMule)
3. Google Calendar
4. Gmail
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.

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

Calendar ID: xyz@example.org
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