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

Information gap
Personnel gap
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.

Create Event Condition:

- Timestamp: NOT NULL

Note: Events are created only for rows where the condition is met AND "Event Creation Status" is blank.

Calendar id (example@email.com) event title: Embargo Expires Today

Location:

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

Start time (must use a spreadsheet formatted datet ime value): Embargo Expires Date

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