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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

Information gap
Personnel gap

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
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

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

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

Timeslapse

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

Update Event Condition

Leave blank to update no events. Use "NULL" for empty, "NOT NULL" for not empty.

Timestamp

Delete Event Condition

Leave blank to delete no events. Use "NULL" for empty, "NOT NULL" for not empty.

Timestamp

Column containing Event Id to be used for update

Timestamp

Choose from the following variables:

- $("Timestamp")
- $("First Name")
- $("Last Name")
- $("Title")
- $("Email")
- $("Journal Name")
- $("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): $("Embargo Expires Date")
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