Jul 28th, 1:45 PM

Keeping Track of Embargo Records: The Utilization of Google Apps

Jiebei Luo
Skidmore College

Follow this and additional works at: https://escholarship.umassmed.edu/neirug
Part of the Library and Information Science Commons


This material is brought to you by eScholarship@UMMS. It has been accepted for inclusion in Northeast Institutional Repository Day by an authorized administrator of eScholarship@UMMS. For more information, please contact Lisa.Palmer@umassmed.edu.
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

Part 2: Data storage

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

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

- Auto-generate and auto-update calendar events
- Download from: https://sites.google.com/a/newvisions.org/scripts_resources/scripts/formmule

Step 2b: Set up calendar merge

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

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) "$\{\text{Embargo Expires Date}\}$"
Managing Embargo Records: Applications of Google Apps

**Emargo 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