Developing a Comprehensive Faculty Bibliography to Facilitate Scholarly Communication Outreach
1. The Bibliography

Purpose & Getting Started
<table>
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<tr>
<th>Why a faculty bibliography?</th>
<th>Repository as showcase</th>
<th>Outreach tool</th>
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<tbody>
<tr>
<td></td>
<td>Acknowledge &amp; celebrate</td>
<td>Repository &amp; Open Access</td>
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<tr>
<td></td>
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<td>Current &amp; potential UNLV community members</td>
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Getting Started

Data sources
(Christina will cover in a moment)

Staff
Small department
No programmers
Student employees

Workflows
Adapted from others
Metadata
OA requests
Revisions
2. Early development

Building the citation process
Creating a new workflow

- Researched what other orgs were doing
- Required manual data entry
- Pulled citation data from multiple data sources
- Improved metadata practices & documentation
The *citation workbook* is a standardized Google Sheets file that is formatted to match our repository batch upload requirements, and students & staff can work in it simultaneously.

Adapted from Wipperman & Whitebloom (2017) CC-BY-NC 4.0
Workflow

1. Receive weekly emailed alerts
   - Primarily from Scopus and Web of Science.
   - May include other databases at longer intervals.

2. Verify and de-duplicate
   - Verify citations from alert include UNLV faculty.
   - De-duplicate from other alerts and existing citations in Digital Scholarship@UNLV.

3. Fill in missing information
   - Using batch upload sheet as a guide, fill in missing information that is required for a complete citation.

4. QA and OA check
   - Check for open access status. Supervisor also quality checks all student work before next steps.

5. Upload to IR & Congrats to faculty
   - Upload citations to appropriate department series. Build list of faculty that published & send monthly "Congrats" email that also requests full-text deposit.

Upload to IR & Congrats to faculty
**Database Alerts**

- **Web of Science**
  - Weekly emailed alerts by affiliation search. Data always manually transferred into citation workbook.

- **Scopus**
  - Weekly emailed alerts by affiliation search. Data often manually transferred into citation workbook.

- **Dimensions**
  - Use the Dimensions API to “call” faculty citations by affiliation on a bi-monthly basis.
<table>
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<tr>
<th>Obtaining faculty data</th>
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<th>Digital Measures</th>
<th>Faculty 180</th>
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<tr>
<td>- Faculty annual reporting software until 2019.</td>
<td>- Current report software.</td>
</tr>
<tr>
<td>- Annual spreadsheet of faculty citations.</td>
<td>- Annual spreadsheet of faculty citations</td>
</tr>
<tr>
<td>- Very messy data.</td>
<td>- Separate by scholarship type</td>
</tr>
<tr>
<td></td>
<td>- More organized, but still messy.</td>
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Where we’re at now

**Increased Outreach**
We celebrate faculty achievement regularly

**Bibliography**
No public bibliography of all of UNLV’s scholarship existed before this

**Faculty180 (new use!)**
Faculty put a lot of work into their annual reports. We make use of the publication data they take time to enter

**Open Access**
Increased OA awareness & participation

**Campus Partners**
Connection with Faculty Affairs is strong and growing

**Improved Metadata**
Simplified metadata, improved documentation, more consistent practices.
3. Next Steps

Evolving the workflow & moving to the future
Lessons Learned

Avoid Perfection  Achieve Balance  Navigate Opportunity
Assessment Project

~20% OA

Of all faculty publications*

*includes more than just the bibliography

- Value to
  - Campus
  - Authors
  - Outreach efforts
- Metadata vs. Full-text records
- Staff time
<table>
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<th>NO MORE ALERTS!</th>
<th>IMPLEMENTING THE NEW WORKFLOW</th>
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<tr>
<td>● New tool available through Digital Commons and Scopus</td>
<td>● Participated in alpha testing group and provided feedback to Scopus</td>
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<tr>
<td>● Automates pulling Scopus data for individual faculty, or by affiliation</td>
<td>● Made the switch January 2021 to new workflow</td>
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<td>● Incorporates an automatic duplicate check and tags Open Access status of citations</td>
<td>● Monthly exports of faculty citations, instead of weekly emailed alerts</td>
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<td>● Significantly reduced time spent processing citation data</td>
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Next steps:
More Automation

- Web of Science API
- Other database APIs
- Continuing to refine and streamline workflows
- Reduce manual workload as much as possible
4. Suggestions for implementation

Where to start?
Tips to Get Started

**OBTAINING DATA**
- Databases (Scopus, Web of Science, etc.)
- Vendor partnerships (ORCID, etc.)
- Campus systems (RIM or CRIS - may require campus partnership)
- Faculty directly (via CVs or other method)

**ASSESS AVAILABLE SKILLS**
- Programming or coding (within department, or through campus/library partner)
- Other skills - Excel, OpenRefine, XML basics, data curation

**PLAN AHEAD**
- Determine how you’re getting data from its source into repository
- Consider time needed to process
- Faculty data is messy
- How to gather campus support & show benefits
thanks!

Any questions?

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