DigitalHub: Preserving Your Work Using NM's Repository

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DigitalHub – a living record of scholarly output
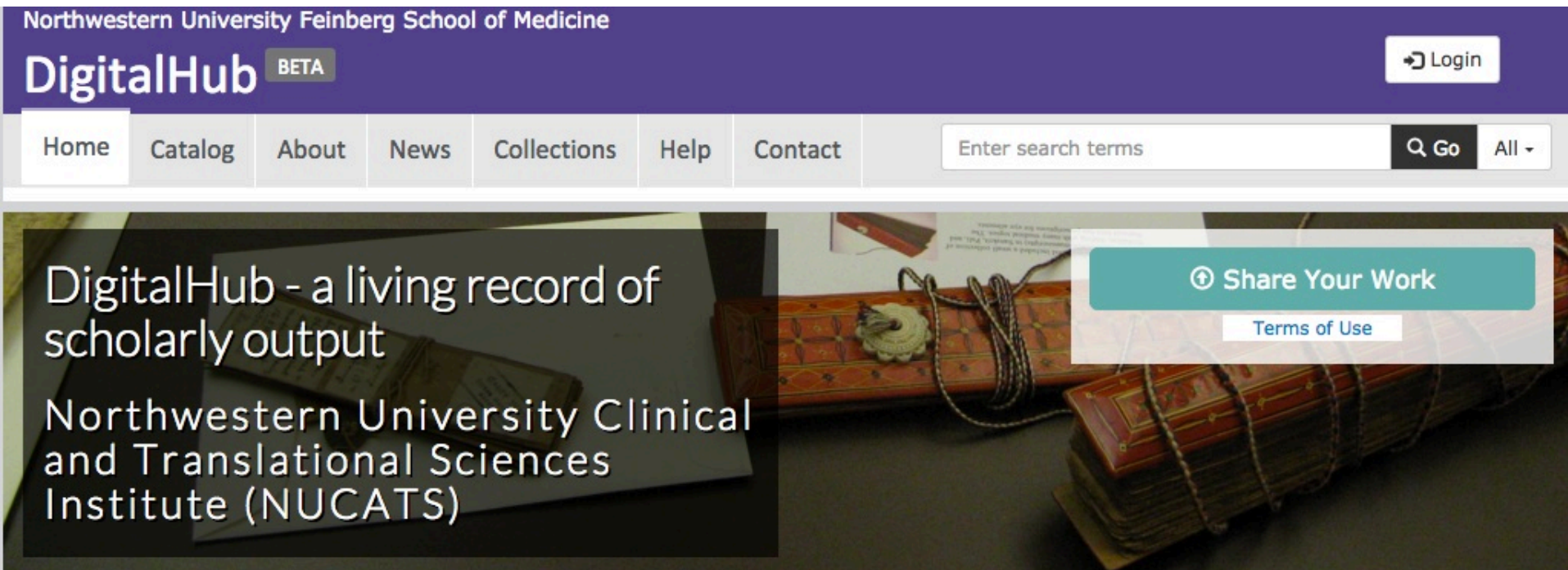
We want to optimize discoverability and dissemination of content and enhance the impact of FSM, NUCATS, and our Northwestern Medicine community.

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DigitalHub – Vision Statement

DigitalHub facilitates the discovery and recognition of research and scholarship at Northwestern Medicine by bringing together, in one place, open access to research, both traditional and non-traditional, and information on scholarly activities across all disciplines. Populated with institutional and public data sources, DigitalHub represents a living record of scholarly output.

Open Access

- **Open access (OA) publications are:**
  - free to access
- **OA publications in general:**
  - receive **higher visibility**
  - generate **more citations**
  - allow authors to **retain copyrights**
- **Resources:**
  - Directory of Open Access Journals (DOAJ) http://www.doaj.org/
  - Potential, possible, or probable **predatory scholarly open-access publishers** http://scholarlyoa.com/publishers/

OPEN ACCESS

Overview

- **Current digital scholarly landscape**
  - Identity Hubs
  - Digital repositories
  - Data repositories
  - National research portals
  - Researcher profile systems …

- **Basic principles of DigitalHub - institutional repository**

- **Types of scholarly output included in DigitalHub**

- **Rights to deposit previously published work in the DigitalHub**

- **Principles and advantages of making deposits publicly accessible**

- **Persistent Digital Identifiers – DOI & ARK**

- **Projects in progress**

Digital Scholarly Landscape

Why do you want to use DigitalHub

- **easily share your research**

- **deposit your non-traditional scholarly outputs**

- **track views and downloads of your research**

- **make your research more discoverable to the global research community**

What can I deposit in DigitalHub?

- **Research papers, published or unpublished**
- **Conference papers, presentations, and lectures**
- **Educational materials**
- **Case reports, technical reports, and white papers**
- **Supplemental images**
- **Posters**
- **Open access books**
- **Images**
- **…and more!**

What are the guidelines for submitting content in DigitalHub?

- You must be affiliated with Northwestern Medicine.

- You must have the rights to let Galter Library distribute it.

- The content must be scholarly, educational, or related to the university's mission.

- The content must be permanent. DigitalHub is intended to be an archive, not a storehouse for works in progress.

- The content must be in a digital format.

Do I retain copyright over archived content?

Yes, copyright owners retain copyright over their materials. By putting material into DigitalHub, you are granting Galter Library a non-exclusive license to distribute it, which means that you are authorizing Galter Library to make it available but can also distribute it through other mechanisms.

See the non-exclusive distribution license for more information.

Non-Exclusive Distribution License

By agreeing to this license, you grant to Galter Library the non-exclusive right to copy, display, reproduce (in the same or different formats), and distribute your submission worldwide in any medium, including but not limited to audio or video.

You agree that:

- Galter Library may, without changing the content, convert the submission to any medium or format for the purpose of preservation.
- Galter Library may keep more than one copy of the submission for purposes of security, back-up, and preservation.
- Northwestern University bears no responsibility for the contents of your submission.

You warrant that all of the following are true:

- The submission does not, to the best of your knowledge, infringe upon anyone's copyright.
- Any third-party owned material included in the submission is clearly identified and acknowledged as such.
- Any obligation required by a contract or agreement with a sponsoring or supporting person or agency has been fulfilled.
- The submission has no right which has been sold, mortgaged, or otherwise disposed of, and all rights are free from exclusive claims.
- The submission contains no libelous or other unlawful content, nor does it invade the privacy of any person or third party

And you warrant that one of the following is true:

- The submission is your original work and you have the right to grant the rights contained in this license.
- You are one of the copyright owners of the submission and have permission from other owners to submit the item.
- Another party is the copyright owner and you have permission to submit the item.
- The submission is in the public domain or otherwise not subject to copyright restrictions.

Galter Library will clearly identify your name(s) as the author(s) or owner(s) of the submission, and will make no alteration, other than as allowed by this license, to your submission.

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Author rights

- **SPARC –** "the Scholarly Publishing and Academic Resources Coalition works to enable the open sharing of research outputs and educational materials in order to democratize access to knowledge, accelerate discovery, and increase the return on our investment in research and education**."**

  http://www.sparc.arl.org/sites/default/files/Access-Reuse_Addendum.pdf

- **Creative Commons helps you share your knowledge and creativity with the world.**

  "CC is helping to realize the full potential of the Internet—universal access to research and education, full participation in culture—to drive a new era of development growth, and productivity." http://creativecommons.org/

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Attribution-NonCommercial
Attribution-NonCommercial-ShareAlike
Attribution-NonCommercial-NoDerivs

What is Creative Commons license?

- **Do you want to allow commercial use or not?**
- **Do you want to allow derivative works or not?**
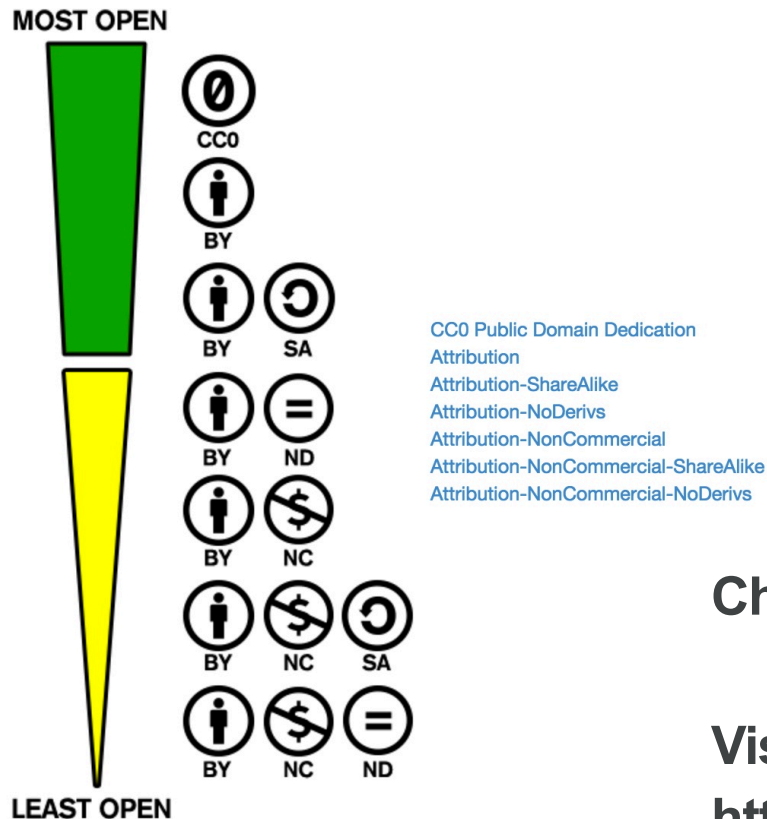
Chose your best option!

Visit:

http://creativecommons.org/examples#by

Creative Commons License

Which Creative Commons licence is right for me?

Instructions

Creative Commons (CC) is a non-profit organisation that works to make it easier to share, reuse, repurpose and remix creative material. It does this by providing free licences that let creators give permission in advance for certain uses of their material.
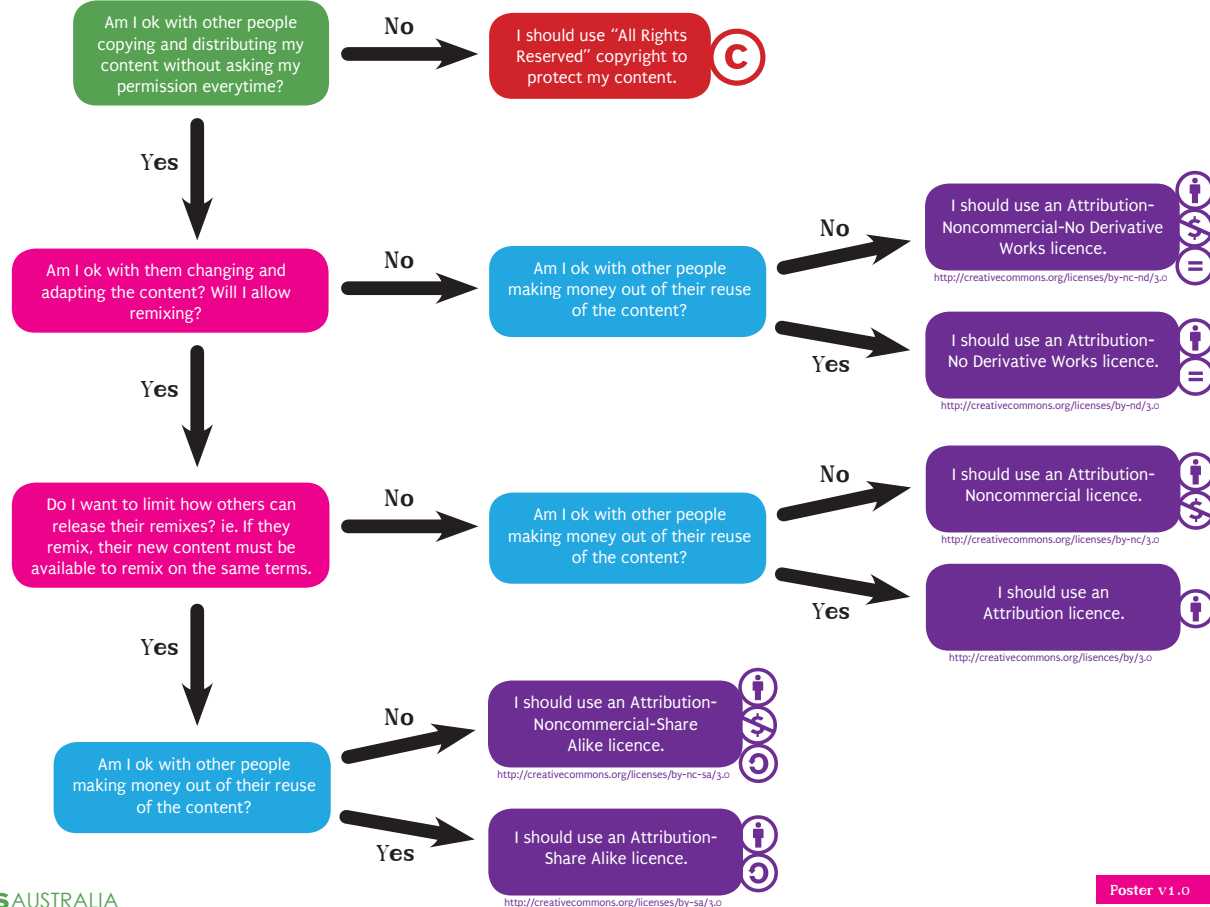
CC encourages people to share their work. But we think it is very important that you use the right licence for you, and that you understand what that licence means. This flowchart is intended to help with this—by answering a few simple questions, it lets you choose which CC licence is right for you, or if you want to use a CC licence at all.

Start at the green question box and, following the arrows that correspond with your answer, make your way through the pink remixing and blue commercial questions until you reach a purple licence box. That will be the right licence for you. For the full details of each of the licences, see the link under the box.

CC has an online tool that will take you through the similar process at http://creativecommons.org/license.

For more information about the CC licences, see http://creativecommons.org/licenses.

Start here!

Am I ok with other people copying and distributing my content without asking my permission everytime?

— No → **I should use "All Rights Reserved" copyright to protect my content.** ©

— Yes ↓

Am I ok with them changing and adapting the content? Will I allow remixing?

— No → **Am I ok with other people making money out of their reuse of the content?**
— No → **I should use an Attribution-Noncommercial-No Derivative Works licence.**
http://creativecommons.org/licenses/by-nc-nd/3.0

— Yes → **I should use an Attribution-No Derivative Works licence.**
http://creativecommons.org/licenses/by-nd/3.0

— Yes ↓

Do I want to limit how others can release their remixes? ie. If they remix, their new content must be available to remix on the same terms.

— No → **Am I ok with other people making money out of their reuse of the content?**
— No → **I should use an Attribution-Noncommercial licence.**
http://creativecommons.org/licenses/by-nc/3.0

— Yes → **I should use an Attribution licence.**
http://creativecommons.org/lisences/by/3.0

— Yes ↓

Am I ok with other people making money out of their reuse of the content?

— No → **I should use an Attribution-Noncommercial-Share Alike licence.**
http://creativecommons.org/licenses/by-nc-sa/3.0

— Yes → **I should use an Attribution-Share Alike licence.**
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Courtesy of CC Australia

Checking publisher copyright policies & self-archiving

First stop: SHERPA/RoMEO http://www.sherpa.ac.uk/romeo/

Not sure? Contact your publisher

Using SHERPA/RoMEO

Example of a Journal that doesn't allow archiving of the final published version

One journal found when searched for: **0969-9961**

Journal:	**Neurobiology of Disease** (ISSN: 096...)
RoMEO:	This is a RoMEO **green** journal
Paid OA:	A paid open access option is **available** for t...

Author's Pre-print:	✔ author **can** archive pre-print (ie pre-ref...
Author's Post-print:	✔ author **can** archive post-print (ie final d...
Publisher's Version/PDF:	✘ author **cannot** archive publisher's vers...
General Conditions:	• Authors pre-print on any website, in... • Author's post-print on author's perso... • Author's post-print on open access... • Permitted deposit due to Funding B... • Author's post-print may be used to ... • Publisher's version/PDF cannot be ... • Must link to publisher version with DOI • Author's post-print must be released with a Creative Commons Attribution Non-Commercial No Derivatives License
Mandated OA:	(*Awaiting information*)
Paid Open Access:	Open Access
Notes:	• Publisher last reviewed on 03/06/2015
Copyright:	Unleashing the power of academic sharing - Sharing Policy - Sharing and Hosting Policy FAQ - Green open access - Journal Embargo Period List (pdf) - Journal Embargo List for UK Authors, Attaching a User License (pdf) - Funding Body Agreements
Updated:	01-May-2015 - Suggest an update for this record
Link to this page:	http://www.sherpa.ac.uk/romeo/issn/0969-9961/

Published by:	**Elsevier** [Commercial Publisher] - *Green Policies in RoMEO*
For:	**Academic Press** [Imprint] - *Suggest to RoMEO*
Guidance:	*Please see the list of Publisher Categories in RoMEO for guidance on interpreting the priority of multiple publishers.*

These summaries are for the journal's *default* policies, and changes or exceptions can often be negotiated by authors.
All information is correct to the best of our knowledge but should not be relied upon for legal advice.

Submitting your work in 7 easy steps

Step 1 - **Login to digitalhub.northwestern.edu**

Step 2 - **Upload digitalhub.northwestern.edu/dashboard**

Step 3 - **Agree to the deposit agreement**

Step 4 - **Start Upload**

Step 5 - **Apply Metadata**

Step 6 - **Set visibility & permissions**

Step 7 - **Save your work in DigitalHub**

Congratulations, you have submitted your work!

Submitting your work

- **User guide:**

https://goo.gl/642uyx

- **Demo video:**

https://goo.gl/9g89v1

Note: Additional metadata for describing your work

- Descriptive, administrative and structural metadata
- Use of university databases – campus directory
- Use of established standards (date, language)
- **Use of established controlled vocabularies**

Controlled vocabularies

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Note: Visibility - who should have the ability to read and download your files

Permissions

Visibility - who should have the ability to read and download ❓

- ⦿ **Open Access (recommended)** Visible to the world.
- ◯ **Northwestern University** Visible to all Northwestern University users.
- ◯ **Private** Visible to users/groups specified below, if any.

Share With (optional) ❓

Enter User (one at a time)

| Search for a user ▾ | Choose Access ⬍ | ➕ |
| Select a group ⬍ | Choose Access ⬍ | ➕ |

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Note: Version – uploading a new version of the same work

Creating collections in 6 easy steps

Step 1 – Login to your account on DigitalHub

Step 2 - Create Collection

Step 3 - Describe your collection

Step 4 - Select files

Step 5 – Set permission & visibility

Step 6 - Add to collection

Creating collections

- **User guide:**

https://goo.gl/LLtTdm

- **Demo video:**

https://goo.gl/ZB7SRu

Creating collections – example

Example of multipage collection - 1

Download the full-sized image

Actions
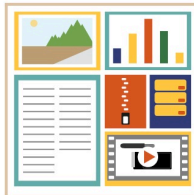
Download | Analytics | Edit

Export to: EndNote

0

Collections

This file is in the following collections:

Special Collections: photos from the vault

Sinhalese ola written in Pali ca. 1760 CE (closed) Open Access (recommended)

Ola (palm-leaf manuscript) written in Pali around 1760 AD. About 250 years old, this ola contains information on medical care for conditions for eyes and nose. It prescribes recipes for snuffs for catarrhs, ointments and pastes for eye diseases, and decoctions and powders for nasal and eye diseases. The binding cord, ivory carved medallion, and lacquered wood covers are modern, made in Ceylon by native artists after ancient models. [Donated by Dr. Casey Wood, 1934. Photo by James B. Brucker, 2005.] PHOTO Credit line should read: "Courtesy of the Galter Health Sciences Library Special Collections, Feinberg School of Medicine, Northwestern University, Chicago, Ill."

Special Collections: photos from the vault Open Access (recommended)

Photographs of historical and/or institutional interest from Northwestern University Galter Health Sciences Library's Special Collections.

Edit | Add files

Not a member of any collections

Number of pages:	4
Size:	9.73 MB
Resource type(s):	Photographs
Contributor:	Kubilius, Ramune Karolina

Keyword:	historical photographs
Rights:	Attribution 3.0 United States

Pages in this Collection

Search Collection   Go

Sort By: page number▲   Show 10 per page   ⟳ Refresh   ▢ Launch Viewer

Example of multipage collection - 2

- **multi-page collections created with an IIIF viewer**

Digital Object Identifier – DOI and Archival Resource Key (ARK)

- DOIs and ARKs are assigned to all of the scholarly works deposited into DigitalHub. This ensures reliable long term access to information objects, data management, data sharing, and citation tracking. A "persistent identifier" will not change if the item is moved or renamed, and provides for consistent referencing of scholarly works for future access by humans and software.

- Persistent identifiers like DOIs and ARKs can help:

  - Meet funders' sharing requirements

  - Promote scientific re-use of your work

  - Track re-use and discussion of your work

  - Ensure transparency and accountability

Wrap up
You are ready to use DigitalHub

- You know the basic overarching principles of an institutional repository such as DigitalHub.

- You know what types of publications and scholarly output can be included in the repository at this time.

- You know if you have the right to deposit your previously published work in the DigitalHub.

- You understand the principles and advantages of making deposits publicly accessible.

- You know how to upload publications and other scholarly output into DigitalHub (including the steps and agreements).

- You know how to create a collection in DigitalHub (including multipage image collection).

- You have learned about ways to describe deposits in DigitalHub and use them as a way to archive your scientific productivity.
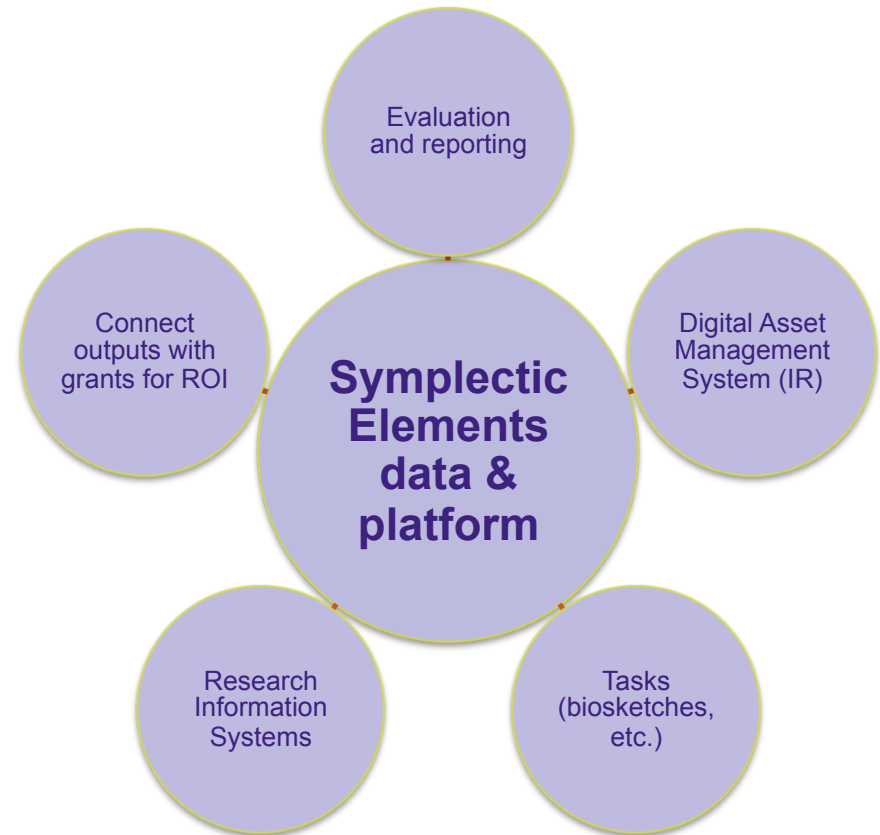
How can the library help?

- **Presentations at department meetings**

- **Consultations**

- **Contact us at DigitalHub@northwestern.edu**

FAQ

- **How do I know about or handle an embargo on my article?**

- **My article is available in PMC, can I add a link to PMC from my article record in DigitalHub?**

- **How do I acknowledge the funding for my project/ research/publication?**

- **What is Creative Commons license?**
  - Do you want to allow commercial use or not?
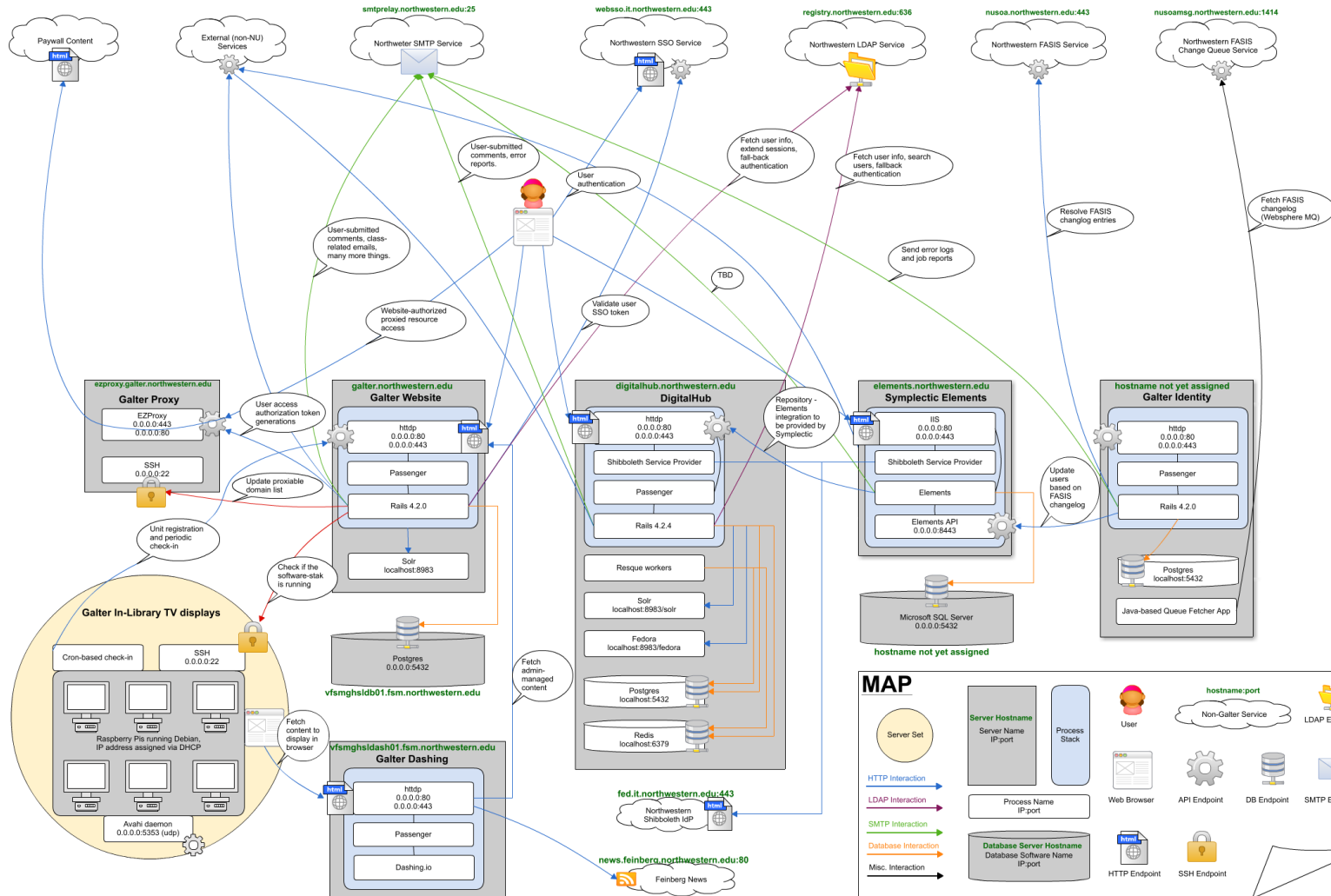 - Do you want to allow derivative works or not?

Project in progress: Symplectic elements

	Metadata
Altmetric	–
arXiv	✔
CiNii	✔
CrossRef*	✔
dblp	✔
Europe-PMC	✔
figshare	✔
Google Books	✔
PubMed	✔
RePEc	✔
Scopus*	✔
Web of Science*	✔

Evaluation and reporting

Connect outputs with grants for ROI

Digital Asset Management System (IR)

Symplectic Elements data & platform

Research Information Systems

Tasks (biosketches, etc.)

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Questions?

Thank you
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Contact us at: DigitalHub@northwestern.edu

https://digitalhub.northwestern.edu/

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