



DigitalHub Workflows: Preserving and Sharing Scholarly Work Using NM's Repository

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Feinberg School of Medicine
Northwestern University

DigitalHub Vision

Facilitate discovery and recognition of research and scholarship at Northwestern Medicine, bringing together open access to traditional and non-traditional research and information on scholarly activities across disciplines.

Combine institutional and public data sources to represent a living record of scholarly output.

DigitalHub



Northwestern University | Faculty Profiles

Northwestern University Feinberg School of Medicine

DigitalHub **BETA**

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Enter search terms

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All ▾

DigitalHub - a living record of
scholarly output

[Share Your Work](#)

[Terms of Use](#)

DigitalHub is built on Sufia

projecthydra / **sufia**

Watch 49

★ Star 103

Fork 84

Code

Issues 189

Pull requests 12

Wiki

Pulse

Graphs

Sufia: a fully featured, flexible Hydra repository front-end. <http://sufia.io/>

5,336 commits

22 branches

84 releases

61 contributors

Branch: master

New pull request

Create new file

Upload files

Find file

Clone or download



mjgiarlo committed on **GitHub** Merge pull request #2665 from projecthydra/load_language

Latest commit 43f0cbe 3 hours ago

| | | |
|---------------|--|--------------|
| .github | Create GitHub templates for issues and PRs | 7 months ago |
| app | Merge pull request #2655 from projecthydra/admin_set_show | 5 hours ago |
| config | Edit page for admin sets | 4 days ago |
| db/migrate | Remove acts_as_followable and user following features | 11 days ago |
| lib | Add a rake task for importing languages | 6 hours ago |
| solr/config | Add solrconfig.xml from AF to Sufia | a month ago |
| spec | Merge pull request #2665 from projecthydra/load_language | 3 hours ago |
| tasks | Add a rake task for importing languages | 6 hours ago |
| vendor/assets | Replace addthis sharing buttons with sharingbuttons.js generated icons | 20 days ago |

Sufia < Hydra < Fedora

Sufia extends Hydra to provide a user interface around common repository and social features.

Sufia offers self-deposit and proxy deposit workflows.

Hydra: a community, a set of design principles, and (Ruby) software for building applications with repository storage and a search index.

What types of works can be deposited in DigitalHub?

- Research papers, published or unpublished
- Presentations
- Educational materials
- Reports and white papers
- Supplemental images
- Posters
- Open access books
- Images
- Datasets

Persistent unique identifiers Digital Object Identifiers (DOIs) and Archival Resource Keys (ARKs)



Requirements for submitting content

- Depositor must be affiliated with Northwestern Medicine.
- Depositor must have the right 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.

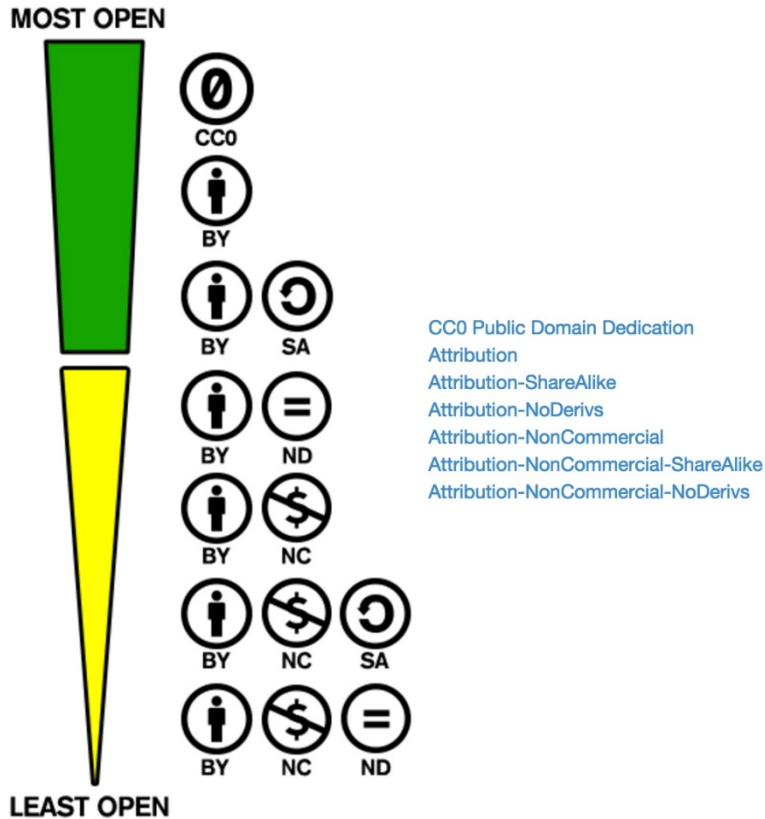
Rights and copyright

Depositors must agree to a non-exclusive distribution license prior to deposit.

Copyright owners retain copyright over their materials.

They grant Galter Library a non-exclusive license to distribute it, authorizing Galter Library to make it available and also distribute it by other mechanisms.

Rights and copyright



Depositors may select a Creative Commons license for their material upon deposit.

Checking publisher copyright policies & self-archiving



Publisher copyright policies & self-archiving

Search

Journal titles or ISSNs Publisher names

Exact title starts with contains ISSN

[Advanced Search](#)

Use this site to find a summary of permissions that are normally given as part of each publisher's copyright transfer agreement.

Depositors are encouraged to visit SHERPA/RoMEO (<http://www.sherpa.ac.uk/romeo/>) or to contact their publisher to determine copyright policies

Basic submission workflow

7 easy steps

- Login to your account on DigitalHub
- Select the “Upload” button
- Read the deposit agreement and mark the checkbox if you agree to the terms. If you do, then continue ...
- Select a file you want to deposit and upload it.
- Apply metadata (5 required fields)
- Set permissions and visibility
- Save your work in DigitalHub!

Submitting a resource

- **User guide:**

<https://goo.gl/642uyx>

- **Demo video:**

<https://goo.gl/9g89v1>

Submitting a resource – step 1

Login to digitalhub.northwestern.edu

Northwestern

Online Passport

Your single sign-on access to University systems

User Name:

Password:

[Trouble Logging In?](#)

This page should not be bookmarked.

Northwestern
INFORMATION TECHNOLOGY

[Contact Us](#) | [Search](#) | [Disclaimer](#) and [University Policy](#)

[Statements](#) | © 2016 Northwestern University

Submitting a resource – step 2

Upload digitalhub.northwestern.edu/dashboard

Signed in successfully.



My Dashboard

Hello, Violeta Ilik



Upload



Create Collection



View Collections



View Files

Your Statistics

User Activity

Submitting a resource – step 3

Agree to the deposit agreement

Upload

My Computer

Cloud Providers

Note:

You must agree to [DigitalHub's Deposit Agreement](#) before starting your upload.
You must have the rights to let Galter Library distribute it.

On Behalf of Yourself

Upload to (optional): Select collection...

I have read and do agree to [DigitalHub's Deposit Agreement](#).

+ Select files...

+ Select folder...

Start upload

Cancel upload

Submitting a resource – step 4

Start Upload

Upload

 My Computer

 Cloud Providers

Note:

You must agree to [DigitalHub's Deposit Agreement](#) before starting your upload.
You must have the rights to let Galter Library distribute it.

On Behalf of

Upload to (optional):

I have read and do agree to [DigitalHub's Deposit Agreement](#)

+ Select files...

+ Select folder...

⊕ Start upload

⊘ Cancel upload

Submitting a resource – step 4

Start Upload from Cloud Providers

Upload

 My Computer

 Cloud Providers

Note:

You must agree to [DigitalHub's Deposit Agreement](#) before starting your upload.
You must have the rights to let Galter Library distribute it.

Please note that if you upload a large number of files within a short period of time, the cloud provider may not be able to accommodate your request. If you experience any errors uploading from the cloud, let us know via the [contact form](#).

Upload to (optional):

I have read and do agree to [DigitalHub's Deposit Agreement](#).

Browse cloud files

Submit selected files

0 items selected

Submitting a resource – step 4

Example: Box

Source:

Box

Please take a moment to authorize this application to access your Box files. You will be guided through authorization in a popup window, and returned here automatically when authorization is complete.

[Connect to Box](#)

0 files selected

[Cancel](#) [Submit](#)

Submitting a resource – step 5

Apply Metadata

5 required fields:

Title

Resource type

Keyword

Creator

Rights

* Title ?

DigitalHub: Preserving and Sharing Your Work Using NM's

– Remove

+ Add

* Resource type(s) ?

Poster
Practice Guideline
Pragmatic Clinical Trial
Presentation
Price Lists
Problems and Exercises
Programmed Instruction
Programs
Project

* Keyword ?

Institutional Repository

– Remove

+ Add

* Rights ?

Attribution-ShareAlike 3.0 United States

– Remove

Click to select...

+ Add

* Creator ?

Ilik, Violeta

– Remove

+ Add

Submitting a resource – step 6

Set visibility & permissions

Bulk Permissions (applied to all files just uploaded)

Permissions are **not** saved until the "Save" button is pressed at the bottom of the page.

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)

Holmes, Kristi Lee (klh183)

Galter Health Science Library; Feinberg School of Medicine

Choose Access

Choose Access



| Person/Group | Access Level |
|-----------------------------------|--------------|
| Depositor (Violeta Ilik) | Edit |
| klh183 | Edit |

Save

Submitting a resource – step 7

Save!

Your files are being processed by DigitalHub in the background. The metadata and access controls you specified are being applied. Files will be marked **Private** until this process is complete (shouldn't take too long, hang in there!). You may need to refresh your dashboard to see these updates.

Upload

Create Collection

My Files

My Collections

My Highlights

Files Shared with Me

Sort By: relevance Show 10 per page

Refresh

Filter your files

Congratulations, you have submitted a resource!

Additional metadata for describing resources

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

The image shows a metadata form with several fields. Each field has a dropdown menu that is open, showing suggestions and descriptions. The fields and their dropdown content are:

- Related URL**: Empty field with a "+ Add" button.
- Digital Publisher**: "Galter Health Sciences Library, Feinberg School of Medicine," with a "- Remove" button and a "+ Add" button.
- Original Publisher**: Empty field with a "+ Add" button.
- Date Created**: "2015" with a "- Remove" button and a "+ Add" button.
- Identifier**: Empty field with a "+ Add" button.
- Language**: "English" with a "- Remove" button and a "+ Add" button. The dropdown menu shows "Language" and "The primary language in which the work was written. ISO639-2 standard is used."
- Subject: MESH**: "Academic Medical" with a "- Remove" button and a "+ Add" button. The dropdown menu shows "Subject: MESH" and "Controlled vocabulary terms developed by the U.S. National Library of Medicine."
- Subject: LCSH**: "Institutional repos" with a "- Remove" button and a "+ Add" button. The dropdown menu shows "Subject: LCSH" and "Controlled subject vocabulary terms developed by the Library of Congress."
- Subject: Geographic Name**: "Chicago (Ill.)" with a "- Remove" button and a "+ Add" button. The dropdown menu shows "Subject: Geographic Name" and "Controlled subject vocabulary terms developed by the Library of Congress."
- Subject: Name**: "Feinberg School of" with a "- Remove" button and a "+ Add" button. The dropdown menu shows "Subject: Name" and "The Library of Congress Name Authority File (NAF) file provides authoritative data for names of persons, organizations, events, places, and titles. Suggestions are displayed as you type. Select a name of person, organizations, events, places, and titles."
- Location**: Empty field with a "+ Add" button.

Controlled vocabularies

Using National Library of Medicine MeSH publication types

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

Edit Dos and Don'ts of extending the VIVO ontology

The screenshot shows the VIVO ontology editor interface. At the top, there's a header with 'VIVO' and navigation tabs for 'Descriptions', 'Versions', and 'Permissions'. Below this, there's a section titled 'Dos and Don'ts of extending the VIVO ontology' with contact information for Violeta Dik and a link to download a PDF. The main area is the 'Descriptions' tab, which has a search bar and a list of 'Resource type' options. A purple box highlights 'NLM-MeSH classes' in the search bar. The list of resource types includes: Abbreviations, Abstracts, Academic Diss., Account Books, Addresses, Advertisement, Almanacs, Anecdotes, Keyword, and Word or phrase related to your work that you select to help interested users search for and locate your content. On the right side, there are several 'Remove' and 'Add' buttons for each resource type.

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

Descriptions

Versions

Permissions

Versions

Upload New Version

Upload a new version of this file from your computer.

Choose File No file chosen

Upload New Version

Restore Previous Version

Current version: October 22nd, 2015 18:02 [by viq454]

Save Revision

NOTE: the file needs to be in the same file format as the originally uploaded file.
Example: if you uploaded a pptx file the new version should also be in pptx file format.

How to create a collection

- Login to your account on DigitalHub
 - From your Dashboard:
 - Select “Create Collection”
 - Describe your collection
 - Select a file you want to add to your collection (previously uploaded content by you)
 - Set permissions and visibility for your collection
- OR:**
- If you have previously uploaded files in DigitalHub from your Dashboard navigate to “My Files” by selecting “View Files” and select the files you want to add to your collection

How to create a multipage image collections

- Login to your account on DigitalHub
- From your Dashboard:
 - Select “Create Collection”
- Mark the checkbox next to “Multipage”
- Describe your collection
- Select the images (previously uploaded) you want to add to your multipage collection
- Create the collection by clicking the “Create collection” button
- Go back to each individual image and assign numbers in the “Page number” field to each image in the order you want them displayed.

Creating collections

- **User guide:**

<https://goo.gl/LLtTdm>

- **Demo video:**

<https://goo.gl/ZB7SRu>

Creating collections - step 1

Create Collection

Signed in successfully.



My Dashboard

Hello, Violeta Ilik



Upload



Create Collection



View Collections



View Files

Your Statistics

User Activity

Creating collections – step 2

Describe your collection

Create New Collection

Descriptions

* indicates required fields

Multi-page? [?](#)

*** Title** [?](#)

*** Keyword** [?](#)

Resource type(s) [?](#)

- Abbreviations
- Abstracts
- Academic Dissertations
- Account Books
- Addresses
- Advertisements
- Almanacs
- Anecdotes
- Animation

Rights [?](#)

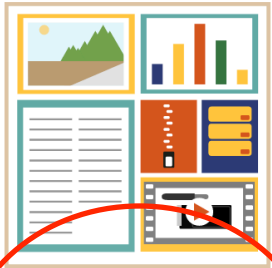
Creator [?](#)

Contributor [?](#)

Creating collections – step 3

Add files

[My Dashboard](#) / [My Collections](#)



force

Open Access (recommended)

Keyword: [conference](#)

Resource type(s): [Poster](#)

Creator: [Ilik, Violeta](#)

Date Created: 2016-26-04

Total Items: 0

Size: 0 Bytes

Actions ▾

- Edit
- Add files
- Upload files

Items in this Collection

Search Collection

Go

Creating collections – step 4

Select files

My Files My Collections My Highlights Files Shared with Me

Edit Selected Delete Selected Add to Collection

| <input type="checkbox"/> | | Title | Date Uploaded | Visibility | Action |
|-------------------------------------|--|--|---------------|---------------------------|--------------------|
| <input checked="" type="checkbox"/> | | Example > | 04/25/2016 | Private | Select an action ▾ |
| <input type="checkbox"/> | | DigitalHub: Preserving Your Work Using NM's Repository > Is part of: Violeta Ilik's Presentations | 04/12/2016 | Open Access | Select an action ▾ |
| <input type="checkbox"/> | | Sherpa.jpg > Is part of: Violeta Ilik's Presentations | 04/01/2016 | Private | Select an action ▾ |
| <input type="checkbox"/> | | Navigating the Digital Scholar Sphere > Is part of: Violeta Ilik's Presentations | 01/19/2016 | Open Access (recommended) | Select an action ▾ |

- Single-Use Link to File
- Edit File
- Download File
- Delete File
- Highlight File on Profile
- Transfer Ownership of File

Creating collections – step 4

Add to collection

Options: Update Collection or Add to new Collection

Add to collection

Select the collection to add your files to:

- force**
- Special Collections: art**
- Special Collections: photos from the vault**
- Special Collections**
- Institute for Public Health and Medicine**
- Buehler Center on Aging, Health and Society**
- Behavior and Health**
- Health Information Partnerships**
- Education in Health Sciences**
- Global Health**
- Communication and Health**
- Engineering and Health**
- Healthcare Studies**
- Community Health**
- Translational Metabolism and Health**
- Population Health Sciences**
- Patient-Centered Outcomes**
- Primary Care Innovation**
- asdf**
- Presentations**

Close Update Collection Add to new Collection

Creating collections – congratulations!



force Open Access (recommended)

Keyword: [conference](#)

Resource type(s): [Poster](#)

Creator: [Ilik, Violeta](#)

Date Created: 2016-26-04

Total Items: 3

Size: 11.9 MB

Actions ▾

Not a member of any collections

Items in this Collection

Q Go

Sort By: Show per page

Refresh



| | Title | Date Uploaded | Visibility | Action |
|--|---|---------------|--|--------------------|
| | About DigitalHub > Is part of: force | 01/20/2016 | Open Access (recommended) | Select an action ▾ |
| | DigitalHub class > Is part of: force | 12/23/2015 | Open Access (recommended) | Select an action ▾ |
| | DigitalHub: Preserving Your Work Using NM's Repository > Is part of: Presentations , force | 11/16/2015 | Open Access (recommended) | Select an action ▾ |

Example of multipage collection

[My Dashboard](#) / [My Files](#)



[Download the file](#)

Actions

[Download](#) [Analytics](#) [Citations](#) [Edit](#)

[Launch Preview](#)

Export to: [EndNote](#)



Collections

This file is in the following collections:


[Special Collections: photos from the vault](#)

Photograph of a Sinhalese ola written in Pali ca. 1760 CE (closed)

[Open Access \(recommended\)](#)

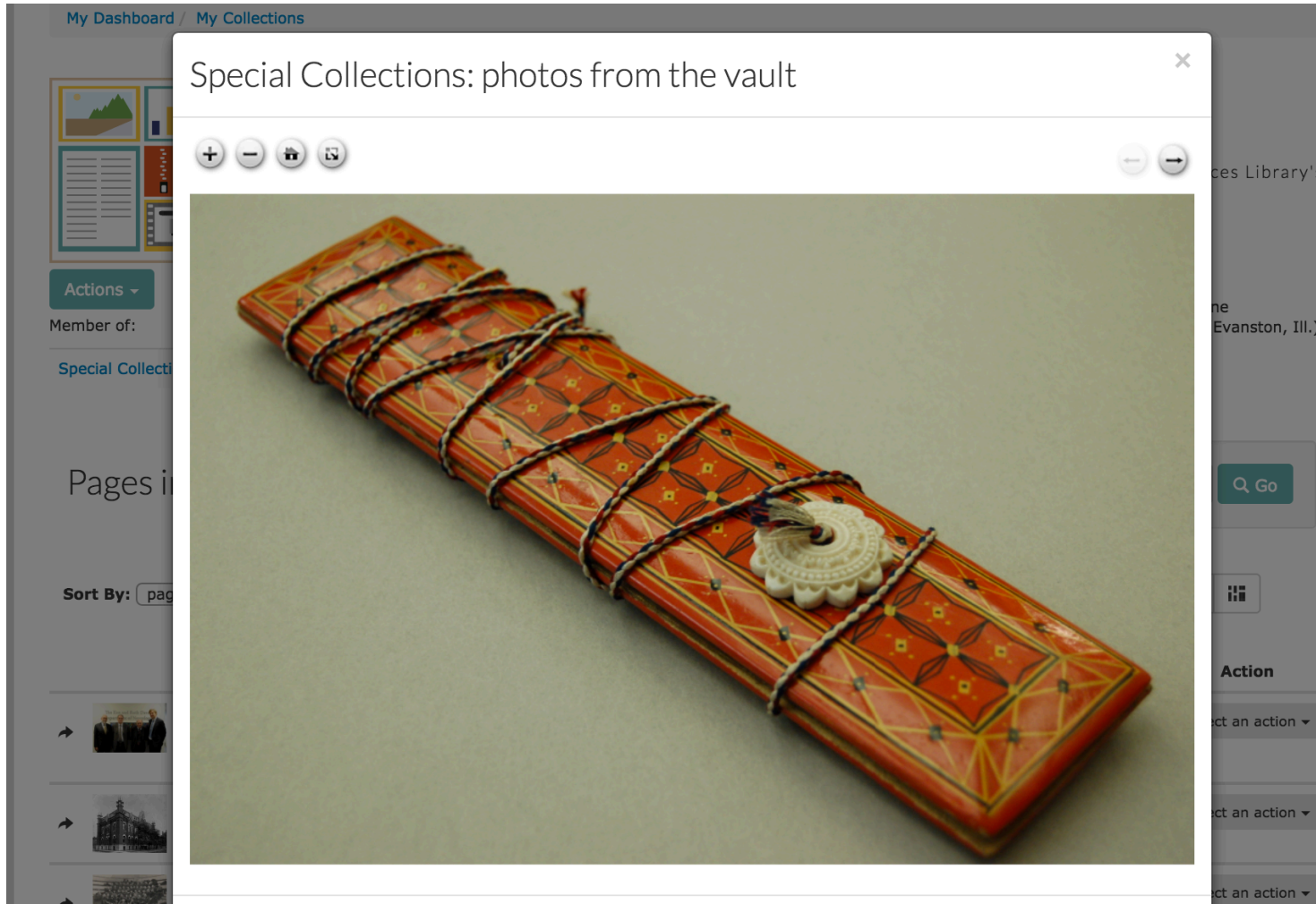
Photograph of an Ola (palm-leaf manuscript) written in Pali around 1760 AD. | The binding cord, ivory carved medallion, and lacquered wood covers are modern, made in Ceylon by native artists after ancient models. | This ola and another ola are featured on the DigitalHub home page. | [Donated by Dr. Casey 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."

Descriptions

| | | |
|--------------------------|---|--|
| Resource type(s): | Photographs | powders for nasal and eye diseases. |
| Keyword: | Sinhalese Ola Ophthalmology Rare books Special collections | Date Created: 1760 |
| Rights: | Attribution 3.0 United States  | Language: Pali |
| Creator: | Brucker, James B | Subject: MESH: Ophthalmology Otolaryngology Medicine, Traditional |
| | Subject: Geographic... | Sri Lanka |

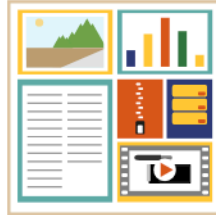
Example of multipage collection

- multi-page collections created with an IIF viewer



Collections – admin and editors can add items to collections from catalog

2. CT Surgery Private



| | |
|----------------|-------------------------------|
| Title: | CT Surgery |
| Depositor: | Erin Crawford |
| Creator: | Kruse, Jane |
| Keywords: | Teaching Material |
| Date Uploaded: | 08/31/2016 |

[Delete](#)[Add to Collection](#)

3. Greene Vardiman Black [Download] Open Access (recommended)



| | |
|--------------|--|
| Title: | Greene Vardiman Black |
| Depositor: | Ramune Kubilius |
| Creator: | Bock Richard W. |
| Description: | Bronze bust of Greene Vardiman Black (Dean of Northwestern University Dental School, 1897-1915) by sculptor R. W. Bock. Bust measures 35.56 cm H x 40.64 cm W x 29.21 cm D, base measures: 40.64 cm W x 29.21 cm D. Base includes name. Photo of bust housed in Galter Health Sciences Library, Feinberg School of Medicine, Northwestern University, Chicago, IL. The life-size bust was presented by the Northwestern University Dental School graduating class of 1905 and presented during Commencement Exercises, May 4, 1905. At one time, it was housed in the Dental Hall of Fame, Ward Building 10th floor, Northwestern University, Chicago campus. (Source: Commencement Exercises Program of Northwestern University Dental School, May 4, 1905; Source: internal inventory, March 6, 1996.) |
| Keywords: | bust, Northwestern University, Northwestern University Dental School, Black, G. V. (Greene Vardiman) |

Date Uploaded: 08/18/2016

[Delete](#)[Add to Collection](#)

Collections – setting permissions

Edit Collection: force



Actions ▾

Descriptions

Permissions

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 ▾



| Person/Group | Access Level |
|-----------------------------------|--------------|
| Depositor (Violeta Ilik) | Edit |

Save



Questions?

Thank you

Contact us at: DigitalHub@northwestern.edu

<https://digitalhub.northwestern.edu/>