Life in the FASt Lane: Speedy Workflows for Providing a Faculty Assisted Submission (FAS) Service for Your IR

Sarah L. Wipperman
University of Pennsylvania, swipp@pobox.upenn.edu

Kenny Whitebloom
University of Pennsylvania, kenwhi@upenn.edu

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Life in the FASSt Lane: Speedy Workflows for Providing a Faculty Assisted Submission (FAS) Service for Your IR

Sarah Wipperman
Scholarly Communication and Digital Repository Librarian

Kenny Whitebloom
Digital Scholarly Publishing Librarian

DC+GLUG 2017
At the Starting Line
Pit Crew

Sarah Wipperman
- ScholarlyCommons Intern 2012-2013
- Repository Services Manager & Analyst 2013-2016
- Scholarly Communications & Digital Repository Librarian 2016-present

Kenny Whitebloom
- Digital Publishing Librarian 2016-present

3-5 Student Workers

Scholarly Communications Intern (coming soon)
Engine

- ScholarlyCommons: Penn’s IR
- Started in 2004
- Part of Teaching, Research, & Learning Division, Digital Scholarship Department since 2015/2016
- Diverse materials and communities represented

http://repository.upenn.edu
Fuel

- Faculty Assisted Submission (FAS)
- Journal Publishing
- Digital Projects
- Conferences and Events
- Data Management

http://guides.library.upenn.edu/scholarlycommons/services
Who Are You?
**Race Track**

- Problem we were experiencing
- What we did to fix it
- What we're doing now
- Challenges and strategies
- Building and adapting

Questions

Start of race
- Summon car to pit/disqualification
- Mechanical problem
- Raced is stopped
- Caution
- Potential traction hazard
- Race finished
The Wrench in the Gears
2011: The Year Faculty Were Going to Start Submitting to ScholarlyCommons

University of Pennsylvania Faculty Open-Access Statement of Principles for Scholarly Articles

September 13, 2011, Volume 58, No. 03

A Committee on Open Access Publishing was appointed by the Provost and Senior Vice Provost for Research in December 2009 to examine the status of open access publishing practices and to make recommendations for establishing procedures to promote open access that better serve the Penn community and the general public. (See Almanac, March 3, 2010, Volume 56, Number 26.) In May 2010 the Committee presented its recommendations to the Provost, the Senior Vice Provost for Research and the Council of Deans. Between September 2010 and April 2011 these recommendations were discussed with the faculty of the schools across the University. In May 2011, the recommendations in the form of a Statement of Principles were endorsed by the Faculty Senate. The Statement is published below and is effective immediately. We would like to thank the Committee Members for their hard work and commitment to adopting open access practices at the University. We would also like to thank the Library staff for their early and continuing efforts to work with faculty to implement Penn’s open access repository, ScholarlyCommons.

—Steven J. Fluharty, Senior Vice Provost for Research

University of Pennsylvania
Faculty Open-Access Statement of Principles for Scholarly Articles

Every person who conducts research at the University of Pennsylvania is strongly encouraged to grant to the University of Pennsylvania nonexclusive permission to make publicly available his or her scholarly articles for the purpose of open dissemination. Effective as of the date of endorsement by the Faculty Senate, faculty and other researchers will be invited, at their discretion, to grant to the University of Pennsylvania nonexclusive, irrevocable, paid-up, worldwide right and license to exercise any and all rights necessary under copyright to reproduce, distribute, display, and otherwise disseminate, in any medium now known or hereinafter invented, each of his or her scholarly articles, provided that the scholarly articles are not sold or licensed by the University for compensation, and to authorize others to do the same on the same terms and with the same limitations. Faculty who do not submit articles for open dissemination are encouraged to notify the Penn Libraries, through a process made simple and accessible by the University. Authors are encouraged to seek the express, affirmative, written consent of all co-authors of a scholarly article before submitting the scholarly article to the Penn Libraries for open dissemination; however, the University may disseminate a scholarly article if all of the co-authors and co-owners of the copyright the scholarly article who are members of the Standing Faculty, Standing Faculty, Clinician Educators of Research Faculty, grant nonexclusive permission to the University through an express, affirmative consent process to be developed. The Faculty of the University of Pennsylvania endorses the principle of open access because they recognize the advantages of free access to new knowledge for the authors and the community. It is expected that, in most cases, faculty will choose open access as the best mechanism to rapidly and globally disseminate their work. To this end, the Faculty expects that the University will provide sufficient resources to facilitate this process and sufficient information and expertise to accomplish the goals of open access with the minimum inconvenience and expense to the author(s).

Submitting authors are encouraged to make available a digital copy of the “final version” of the scholarly article, at no charge, to the Penn Libraries, in one or more standard formats (such as PDF) as the libraries may request, and no later than the date of publication of the scholarly article. If, however, the final version is already publicly available through other open access means (e.g., another open access repository or an open access journal), or if there is a legal obligation to make the scholarly article publicly available through other means (e.g., depositing a copy in PubMed Central or another government repository), the submitting author(s) may provide a digital copy to the Penn Libraries. The “final version” means the author’s manuscript with any changes made as a result of the peer-review process, but prior to any publisher’s copy-editing or formatting. For articles and comments intended for publication in student-edited law reviews and journals, the “final version” is the version after all editing by the student journal editors, or its equivalent. The author(s) are strongly encouraged to notify the Penn Libraries of the location and link to the scholarly article once it has been made public elsewhere.

The Penn Libraries will make the scholarly articles (it receives available to the public in Penn ScholarlyCommons and/or a similar open-access repository or repositories. If a Penn faculty author (or no Penn faculty member is an author, submitting author requests an embargo, the Penn Libraries will embargo the scholarly article for the requested time period, before making it available to the public, except when (1) the author has a legal obligation to make the scholarly article publicly available within an earlier time period, or (2) the publisher of the article within which such scholarly article appears makes such scholarly article freely available to the public for further reproduction or distribution, the embargo period should terminate. In any case, the requested embargo period should not exceed twelve months after acceptance of the scholarly article for publication.

In keeping with this Statement of Principles, the Provost’s Office and the Penn Libraries will develop and monitor an implementation plan and web-based services to make faculty participation in open access and dissemination as convenient as possible. This Statement of Principles will be reviewed regularly to ensure its success.
2011: The Year Faculty Were Encouraged to Maybe Think About Submitting to ScholarlyCommons Possibly Maybe

University of Pennsylvania Faculty Open-Access Statement of Principles for Scholarly Articles

September 13, 2011, Volume 38, No. 03

A Committee on Open Access Publishing was appointed by the Provost and Senior Vice Provost for Research in December 2009 to examine the status of open access publishing practices and to make recommendations for establishing procedures to promote open access that better serve the Penn community and the general public. (See Almanac, March 3, 2010, Volume 56, Number 26) In May 2010 the Committee presented its recommendations to the Provost, the Senior Vice Provost for Research and the Council of Deans. Between September 2010 and April 2011 these recommendations were discussed with the faculty of the schools across the University. In May 2011, the recommendations in the form of a Statement of Principles were endorsed by the Faculty Senate. The Statement is published below and is effective immediately. We would like to thank the Committee Members for their hard work and commitment to adopting open access policies at the University. We would also like to thank the Library staff for their early and continuing efforts with faculty to implement Penn’s open access repository, ScholarlyCommons.

—Vincent Price, Provost
—Steven J. Fluharty, Senior Vice Provost for Research

University of Pennsylvania Faculty Open-Access Statement of Principles for Scholarly Articles

The University of Pennsylvania is committed to disseminating research and scholarship as widely as possible. The Faculty of the University fully supports the University’s commitment to open access to research. In keeping with that commitment, the Faculty Senate endorses the following Statement of Principles:

Every person who conducts research at the University of Pennsylvania is strongly encouraged to grant the University of Pennsylvania nonexclusive permission to make publicly available his or her scholarly articles for the purpose of open dissemination. Effective as of the date of endorsement by the Faculty Senate, faculty and other researchers will be invited, at their discretion, to grant to the University of Pennsylvania nonexclusive permission to make publicly available his or her scholarly articles. When a person who conducts research at the University of Pennsylvania desires to submit a scholarly article to a peer-reviewed journal or conference, the person will be invited to inform the editors of the journal or conference about their intent to make the article publicly available. Faculty who do not submit articles for open dissemination are encouraged to notify the Penn Libraries through a process made simple and accessible by the University. Authors are encouraged to seek the express, affirmative, written consent of all co-authors of a scholarly article before submitting the scholarly article to the Penn Libraries for open dissemination; however, the University may disseminate a scholarly article if all co-authors are members of the Standing Faculty, Standing Faculty Clinicans Educators or Research Faculty, or if the co-authors have not had any involvement in the preparation of the article. The University firmly believes that authors retain the rights to their own work. The University also believes that disseminating scholarly articles online is not inconsistent with recognizing the rights of the authors. The University, however, will accept and implement any author's request to prohibit noncommercial dissemination and public access to the article. Authors should notify the Penn Libraries of any request for such restriction.

The Faculty of the University of Pennsylvania endorses the principle of open access because it recognizes the advantages of this access to new knowledge for the authors and the community. It is expected that, in most cases, faculty will choose open access as the best mechanism to rapidly and globally disseminate their work. To this end, the Faculty expects that the University will provide sufficient resources to facilitate this process and sufficient information and expertise to accomplish the goals of open access with the minimum inconvenience and expense for the faculty. Authors are encouraged to notify the Penn Libraries of the location of digital link to the scholarly article once it has been made public elsewhere.

The Penn Libraries will make the scholarly articles (whether available in the Penn ScholarlyCommons and/or a similar open-access repository or repositories. If a Penn faculty author or if no Penn faculty member is author, the submitting author) requests an embargo, the Penn Libraries will embargo the scholarly article for the requested time period, before making it available to the public except when (1) the author has a legal obligation to make the scholarly article publicly available within an earlier time period, the embargo should not exceed that earlier time period, or (2) the publisher of the publication within which such scholarly article appears makes such scholarly article freely available to the public for further reproduction or distribution, the embargo period should terminate. In any case, the requested embargo period should not exceed twelve months after acceptance of the scholarly article for publication.

In keeping with this Statement of Principles, the Provost’s Office and the Penn Libraries will develop and monitor an implementation plan and web-based services to make faculty participation in open access and dissemination as convenient as possible. This Statement of Principles will be reviewed regularly to ensure its success.
2011: The Year Faculty Didn’t Start Submitting to ScholarlyCommons

![Faculty Uploads Chart]

- FY09: 548
- FY10: 318
- FY11: 773
- FY12: 337
Challenges of Self-Deposit to an IR
Challenges of Self-Deposit to an IR
Challenges of Self-Deposit to an IR

Publication: “J Neur”
Challenges of Self-Deposit to an IR
Challenges of Self-Deposit to an IR
Challenges of Self-Deposit to an IR
Challenges of Self-Deposit to an IR
2011: The Year We Were Supposed to Make It Easy

The Provost’s Office and the Penn Libraries will develop and monitor an implementation plan and web-based services to make faculty participation in open access and dissemination as convenient as possible.

University of Pennsylvania Faculty Open-Access Statement of Principles for Scholarly Articles

September 13, 2011, Volume 38, No. 03

A Committee on Open Access Publishing was appointed by the Provost and Senior Vice Provost for Research in December 2009 to examine the status of open access publishing practices and to make recommendations for establishing procedures to promote open access that better serve the Penn community and the general public. (See Almanac, March 3, 2010, Volume 56, Number 26.) In May 2010 the Committee presented its recommendations to the Provost, the Senior Vice Provost for Research, and the Provost’s Office for implementation, and to the Provost’s Office and the Libraries for evaluation of scholarlyCommons.

The University of Pennsylvania is committed to:

Every person who conducts research at the University, whether in the Faculty Senate, faculty, or other research centers, and the University itself, will have the right to disseminate their work.

The Faculty of the University of Pennsylvania will have the right to disseminate their work.

The Provost’s Office and the Penn Libraries will develop and monitor an implementation plan and web-based services to make faculty participation in open access and dissemination as convenient as possible.

Submitter authors are encouraged to make available a digital copy of the “final version” of the scholarly article, at no charge, to the Penn Libraries, in one or more standard formats (such as PDF) as the libraries may request, and no later than the date of publication of the scholarly article. If, however, the final version is already publicly available through other open access means (e.g., another open access repository or an open access journal), or if there is a legal obligation to make the scholarly article publicly available through other means (e.g., depositing a copy in PubMed Central or other government repository), the submitting authors may provide a digital copy to the Penn Libraries. The “final version” means the author’s manuscript with any changes made as a result of the peer review process, prior to any publisher’s copy-editing or formatting. For articles and comments intended for publication in student-edited law reviews and journals, the “final version” is the version after all editing by the student journal editors, or its equivalent. The authors are strongly encouraged to notify the Penn Libraries of the location of and link to the scholarly article once it has been made public elsewhere.

The Penn Libraries will make the scholarly articles (revisions available to the public in Penn ScholarlyCommons and/ or a similar open-access repository or repositories. If a Penn faculty member (or if no Penn faculty member is an author, the submitting authors) requests an embargo, the Penn Libraries will embargo the scholarly article for the requested time period, before making it available to the public, except when (1) the author has a legal obligation to make the scholarly article publicly available within an earlier time period, the embargo should not exceed that earlier time period, or (2) the publisher of the publication within which such scholarly article appears makes such scholarly article freely available to the public for further reproduction or distribution, the embargo period should terminate. In any case, the requested embargo period should not exceed twelve months after acceptance of the scholarly articles for publication.

The Provost’s Office and the Penn Libraries will develop and monitor an implementation plan and web-based services to make faculty participation in open access and dissemination as convenient as possible. This Statement of Principles will be reviewed regularly to ensure its success.
Fixing the Problem
Solution...

More Robust Mediated Deposit Service
Why Mediated Deposit?

**Pros**
- Not duplicating efforts
- Easier to get content/More participation
- Control metadata
- Publisher policy compliance
- Schol comm teaching opportunity
- Closer relationship with faculty
- More opportunities for library partnerships

**Cons**
- Requires staff
- Requires staff to be highly trained
- Many moving parts
- Gives faculty less agency
- Scaling can be an issue
- Updates required
Impact of Mediated Deposit

Faculty Uploads

<table>
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<tr>
<th>Year</th>
<th>FY12</th>
<th>FY13</th>
<th>FY14</th>
<th>FY15</th>
<th>FY16</th>
<th>FY17</th>
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<td></td>
<td>337</td>
<td>463</td>
<td>496</td>
<td>632</td>
<td>2072</td>
<td>1493</td>
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</tbody>
</table>
Phasing In Change
Lap 1: Hiring
Hire a Full Time IR Manager

THE PARMELEE NEW BOOK HOME DELIVERY LIBRARY

A wide-awake intelligent man or woman wanted in every city and town to organize branches of The Parmelee New Book Home Delivery Library. A magnificent opportunity to enter an up-to-date work of great importance, which appeals to every Book Lover.

Andrew Carnegie

3. The books are delivered at your door and sold on regular terms in numbers. A 50 page catalog issued bi-monthly.

We want a Representative in Every City and Town. The work is one of expedience and skillful manipulation. Any man or woman who seeks a high class appointment, and who is interested in the sale of books, and book delivery by messenger in the largest cities of the country, will find a heavy salary. Those applying for the position must have at least $15,000 in cash. Applications to be made to the Parmelee Library, 1841 & 1843 Washburn Avenue, Chicago, Illinois.
Impact of Staffing

![Total Uploads by FY Graph]

- Full Time IR Manager
- ≤ Part Time IR Manager
- Initial school load
Lap 2: Facelift
“ScholarlyCommons? I thought that was dead.”

It’s hard to offer a service if people don’t know it exists...
Spring 2014: A New Look
Our Initial Mediated Deposit
Making Permissions Easier: Step 1
Lap 3: IR as a Service
By 2017, ...the Library will be known for a well-articulated portfolio of researcher services.
researcher services

- Mediated CV deposit
- Permissions
- Build Collections for Research
- Open Access Support
- Access to Dissertations
Lap 4: Hiring Students
Started Building a Student Workforce

- Fall 2014
- Spring 2015
- Summer 2015
- Fall 2015
- Spring 2016
- Summer 2016
- Fall 2016
- Spring 2017
- Summer 2017
Impact of Student Workers

[Graph showing Faculty Uploads from FY12 to FY17]
Lap 5: Moving to the Cloud; Automating Processes
What is a pub PDF?

A publisher PDF is the final, published version of your article with all of the publisher formatting. It will likely contain headers, footers, page numbers, typseting, etc. Other terms: Version of Record (VOR), Published Version, Published Article, Final Version, Final Published Version.

Example: http://dx.doi.org/10.1016/S0898-5898(01)00649-9

What is a postprint?

A postprint is a version of your article after peer review but before the final publisher formatting. It should NOT look like the final version. It is typically a Word document.

Other terms: Accepted Manuscript, Author’s Accepted Manuscript, AM

Example: http://repository.upenn.edu/gse_pubs/80/

What is a preprint?

A preprint is the original version of your article that you wrote and submitted to the journal.

Other terms: Author’s Original Manuscript (AOM), Author’s Original (AO), Submitted Version

An example would look similar to a postprint (basically, a Word document). Other examples would be papers found on preprint servers like arXiv or SSRN.
Spreadsheet Automation (Version 1)
Lap 6: Develop a Better Training Program
Lap 7: Hiring, Again
What We’re Doing Now
Faculty Assisted Submission (FAS)

- Recently rebranded mediated deposit service offered to all Penn faculty, including associate and emeritus professors
- Done individually and on behalf of entire departments
- Benefits
  - Building our IR
  - Teaching scholarly communication best practices (save your postprints!)
  - Providing early career faculty with exposure
  - Providing legal, streamlined avenue for sharing work online for mid-late career faculty

Image: Richard PJ Lambert via CC BY-NC 2.0 license
Our Team of Student Employees

- Five undergraduate and graduate student employees supervised by Digital Scholarly Publishing Librarian
  - 10-20 hours per week when classes are in session
  - 30-35 hours per week when classes aren’t in session

- Daily tasks and workflow
  - Reviewing publisher policies and making verdicts on suitability for self-archiving
  - Corresponding with publishers and journal editors seeking permission or clarification
  - Uploading papers
  - Communicating with faculty about results and process
  - Documenting policies for quicker reviews in the future

- Success built upon comprehensive training experience
Student Training
Step 1: Crash course in copyright, publishing, and author rights
### Step 2: Find and describe policies for major publishers

Now that we have discussed some of the methods for finding permissions, you will have the opportunity to begin looking for information yourself, starting with the most common publishers.

**Try to find the publisher's policies for posting to an institutional repository, starting at the selected journal's home page**

1. Use "buzzwords" and other information you have received in training to navigate your way through the publisher websites and find their permissions/policies. See if you can find the same information that is found on the "Common Journal Publisher Policies" tab of this spreadsheet on that publisher's website (e.g., embargo, repository policy, required statement, etc.).
2. Enter information about the publisher's repository policy, embargo, required statement, and URL for lookup (where applicable) in the table below.

**Reflect**

When you are finished, we will go over your results together and discuss: What did you find challenging? Did you develop any strategies for finding these policies? Did you notice any similarities?

<table>
<thead>
<tr>
<th>Journal Publisher</th>
<th>Repository Policy</th>
<th>Embargo</th>
<th>URL for lookup</th>
<th>Required Statement</th>
</tr>
</thead>
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<td>Contact Publisher</td>
<td><a href="mailto:permissions@guilford.com">permissions@guilford.com</a></td>
</tr>
<tr>
<td>22</td>
<td><a href="https://www.btl.gov.il/English%20homepages/Pages">https://www.btl.gov.il/English%20homepages/Pages</a></td>
<td>Undeclear Policy</td>
<td>Contact Publisher</td>
<td>btlfeed@netvision,net.il</td>
</tr>
<tr>
<td>23</td>
<td>Undeclear Policy</td>
<td>Contact Publisher</td>
<td>dekanat@pravo,hr</td>
<td>Post</td>
</tr>
<tr>
<td>24</td>
<td><a href="https://journals.apa.org/authors/open-access-physic">https://journals.apa.org/authors/open-access-physic</a></td>
<td>Preprint/Postprint</td>
<td>Find Postprint/Contact Author</td>
<td>10.1016/j</td>
</tr>
</tbody>
</table>

**Step 3: Run permissions for 25 sample works**
Step 4: Upload instructions and quiz
Step 5: Upload 10 sample works to training space on demo site
Supporting Student Employees
Benefits

- Cost effective
- Independent, flexible
- Education in scholarly communication, copyright, author’s rights, OA, and publishing
- Workplace and project management skills

Image: Guido van Nispen via CC BY 2.0 license
Challenges

- Timing and gaps in service
- Permissions emails can get lost or dropped
- Quality varies
- They graduate
Workflow and Tools
Step 1: CV/list of publications lands in our queue
Step 2: CV intake and processing
<table>
<thead>
<tr>
<th>Notes</th>
<th>Verdict</th>
<th>Action</th>
<th>Status</th>
<th>Publisher Contact</th>
<th>Date Publisher Contact</th>
<th>DOI</th>
<th>Postprint Link</th>
<th>Title of Work</th>
<th>Doc Type</th>
<th>Year Published</th>
</tr>
</thead>
<tbody>
<tr>
<td>Could write to publisher and request preprint</td>
<td>Find PeerReviewContactAuthor</td>
<td>10.1257/nbr.10.12577</td>
<td>TRANSITVehicleBoyJournal Article</td>
<td>1982</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Could write to publisher and request preprint</td>
<td>Find PeerReviewContactAuthor</td>
<td>10.1257/nbr.10.12577</td>
<td>Reviews of Urban F Book Review</td>
<td>1989</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Available online</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>- Scanned by us</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>- Would post given preparation for a</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Unavailable online</td>
<td>Pub PDF</td>
<td>Post</td>
<td>2012</td>
<td>2012</td>
<td>&quot;Another different version (NOT the final version) Status</td>
<td>We can post the final version</td>
<td>2012</td>
<td>2012</td>
<td>2012</td>
<td>2012</td>
</tr>
<tr>
<td>Unavailable online</td>
<td>Pub PDF</td>
<td>Post</td>
<td>2012</td>
<td>2012</td>
<td>&quot;The quick brown fox jumps over a lazy dog&quot;</td>
<td>Prohibited</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Unavailable online</td>
<td>Pub PDF</td>
<td>Post</td>
<td>2012</td>
<td>2012</td>
<td>&quot;The quick brown fox jumps over a lazy dog&quot;</td>
<td>Prohibited</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Government publication</td>
<td>Pub PDF</td>
<td>Post</td>
<td>2012</td>
<td>2012</td>
<td>&quot;The quick brown fox jumps over a lazy dog&quot;</td>
<td>Prohibited</td>
<td>None</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

**Step 3: Student transfers CV to Google spreadsheet and begins permissions review**
Step 4: Student reaches out to publishers
Step 5: Student uploads VoRs, communicates results with faculty member
Publisher no response follow up

This email is sent to a publisher if after one month they have not responded to your original permissions request. Please follow up using this template in the same thread as your original email to the publisher. The repository manager will prompt you when to send this email.

[subject]: please "reply all" to publisher using same thread as before
[cc]: kenwhit@upenn.edu

To Whom It May Concern:

I am following up on my [date] request on behalf of [Dr. X] to self-archive an [article/book/book chapter/etc] that [he/she] wrote for [journal/book/publisher name] in Penn's openly accessible institutional repository, ScholarlyCommons (http://repository.upenn.edu).

We have not heard back from you and are thus planning to post a copy of this work to ScholarlyCommons in one month ([enter date one month from now]). Please feel free to pass this email along to the appropriate contact, or contact me should you have any questions about this request or ScholarlyCommons. We would really love to include [Dr. X's] work and thus preserve [his/her] contribution to Penn's scholarly community!

Best,
[Your name]
ScholarlyCommons Digital Publishing Assistant

---

Step 6: Upload faculty-provided pre/postprints, respond to publisher emails (ongoing)
Supporting Faculty Through the Process

- Status reports (with FAQs included) emailed to faculty at following points:
  - Intake
  - Out of the queue
  - Initial permission complete
  - 3 months after (check-in for postprints)
  - 1 year after (permissions update)
- Faculty not having their preprints or postprints presents challenges
- CV Log (pictured) helps us keep track of CVs for post-deposit follow up
Building Up & Out
Welcome to the Publisher Policy Database

The Publisher Policy Database is a growing database of information about journal publishers and their permissions policies specifically related to self-archiving articles in non-profit institutional repositories. This database does not currently track book publisher policies.

The Publisher Policy Database is maintained by the University of Pennsylvania Libraries as part of its work on ScholarlyCommons.

If you have any questions or would like to request an update for one of our records, contact the ScholarlyCommons administrator.

While all information on the Publisher Policy Database is accurate to the best of our knowledge, it should not be relied upon for legal purposes.

Publisher Policy Database (under development)

Elsevier

Publisher Homepage
https://www.elsevier.com/

Embargo
Postprint: Yeast by journal (consult embargo list in the Notes field)

Repository Policy
Preprint
Postprint

Required Permission Statement
© year. This manuscript version is made available under the CC-BY-NC-ND 4.0 License http://creativecommons.org/licenses/by-nc-nd/4.0/

URL for Lookup
https://www.elsevier.com/about/company-information/policies/sharing

Notes

Journals published by Elsevier:
- Addictive Behaviors
- Advances in Life Course Research
- Advances in Quantum Chemistry
- Alzheimer's & Dementia
- American Journal of Ocular Pharmacology & Therapeutics
- Anthropological Journal
- Brain Simulation
- CIRSE Journal

pubpolicy.library.upenn.edu
Building Outreach Capabilities

- Updated web presence
  - Featured projects
  - Upload CV directly to LibApps queue
- Other types of ScholarlyCommons services
  - Digital projects
  - Journal publishing
  - ETDs
- Faculty Assisted Submission fits into a bigger picture
  - Scholarly Communication initiatives
  - Data services
  - Teaching, Research, and Learning Services initiatives
  - Liaison activities
Adapting & Implementing
This folder contains materials produced by the ScholarlyCommons team at the University of Pennsylvania as part of their Faculty Assisted Submission (FAS) service. All items are made available under a CC BY NC 4.0 License unless otherwise noted.
Strategies For Your Own FAS

- Start small and see where it goes
- Don’t be afraid of receiving too many requests
- Build on existing services
- Communicate, communicate, communicate
- Make liaisons look good
- Build community of users
Thanks!

Sarah (swipp@upenn.edu)
Kenny (kenwhi@upenn.edu)

bit.ly/dc-glug-sc
repository.upenn.edu

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