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Sprague Library Scholarship and Creative Works

Sprague Library

Spring 2018

Getting Started with Digital Commons

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Getting Started with Digital Commons

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Updated September 25, 2018





Today, we'll cover...

What is Digital Commons?

What will you need to get started?

What can be included?

Uploading or linking your works.

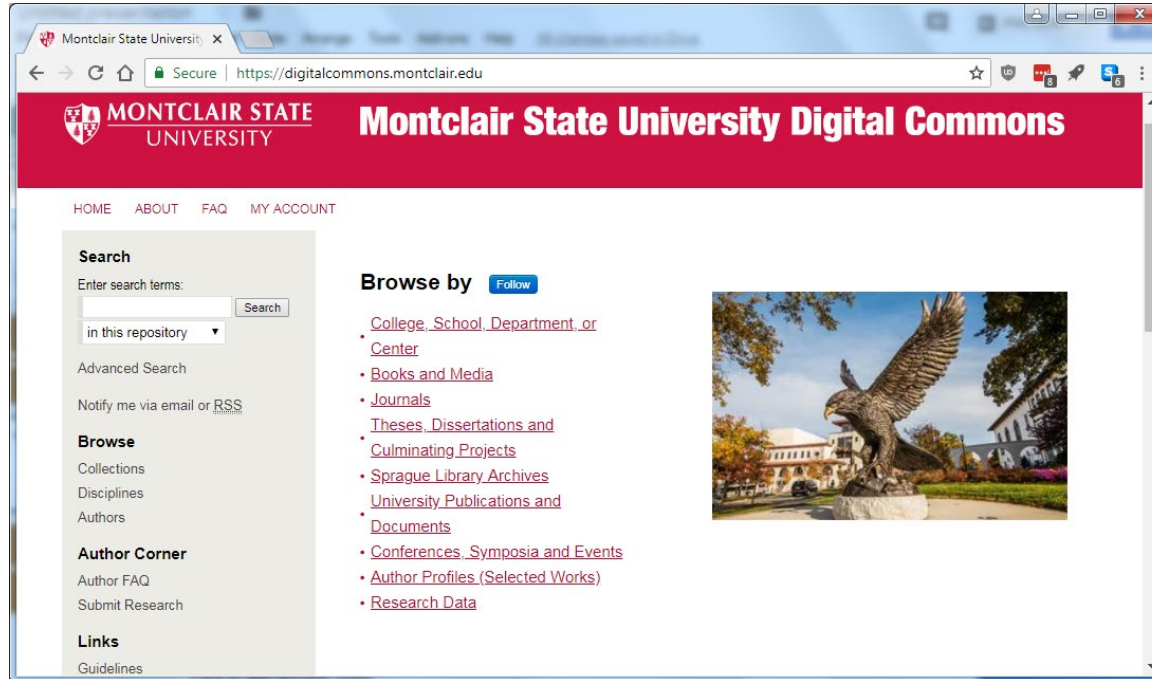
Setting up your Selected Works profile.



What is Digital Commons?



An Institutional Repository



The screenshot shows a web browser window displaying the Montclair State University Digital Commons website. The browser's address bar shows the URL <https://digitalcommons.montclair.edu>. The website features a prominent red header with the Montclair State University logo and the text "Montclair State University Digital Commons". Below the header, there is a navigation menu with links for "HOME", "ABOUT", "FAQ", and "MY ACCOUNT".

The main content area is divided into several sections:

- Search:** Includes a search box with the placeholder text "Enter search terms:", a "Search" button, and a dropdown menu for "in this repository". Below this is an "Advanced Search" link and a notification option "Notify me via email or RSS".
- Browse:** A section titled "Browse by" with a "Follow" button, listing various categories: [College, School, Department, or Center](#), [Books and Media](#), [Journals](#), [Theses, Dissertations and Culminating Projects](#), [Sprague Library Archives](#), [University Publications and Documents](#), [Conferences, Symposia and Events](#), [Author Profiles \(Selected Works\)](#), and [Research Data](#).
- Author Corner:** Includes links for "Author FAQ" and "Submit Research".
- Links:** Includes a link for "Guidelines".

On the right side of the page, there is a photograph of a large eagle sculpture in front of a building, likely a campus landmark.

What is an Institutional Repository?

Institutional repositories are online archives that collect, preserve, and disseminate the intellectual output of the university.

MSU Institutional Repository

Goals

- Represent every school, college, center and institute at MSU
 - Faculty and staff scholarship and research
 - MSU-produced publications (journals and departmental)
 - MSU events and conferences
 - Electronic dissertations, theses and culminating projects
 - Collections from the Sprague Library Archives
- Features:
 - Worldwide readership map and download reports
 - Journal and conference editorial management tools
 - Selected Works profile pages

Content

- Articles
- Books
- Book Chapters
- Conference Proceedings, Presentations and Lectures
- Monographs / Publications
- Reports
- Open Education Resources
- Oral Interviews
- Datasets

<https://digitalcommons.montclair.edu/>



But I have a ResearchGate account...?

Digital Commons

- Green Open Access, “legal” option for self-archiving
- Not-for-profit, licensed by Montclair State to collect research output
- Ability to share data sets
- Valid repository for depositing works as mandated by grants
- Long-term preservation

ResearchGate

- Not Open Access
- Encourages illegal file sharing
- Commercial website, harvests address books and profile data for sale to advertisers
- Social network, “Walled Garden”
- Subject to regular legal action from publishers

The image features a solid orange background. In the top-left corner, there are three vertical bars of varying heights, each composed of several overlapping semi-transparent circles. In the bottom-right corner, there are four vertical bars of increasing height from left to right, also composed of overlapping semi-transparent circles.

Get Ready to Get Started



What you'll need:

- Your CV, or list of publications
- Your author manuscripts, pre-prints, or post-prints
- A photograph for your Selected Works profile*
- An [ORCID iD](#)*



Why an ORCID iD?

The screenshot shows the ORCID website homepage in a browser window. The address bar displays "Secure | https://orcid.org". The page features a navigation menu with options: "FOR RESEARCHERS", "FOR ORGANIZATIONS", "ABOUT", "HELP", and "SIGN OUT". Below the menu, there are links for "MY ORCID RECORD", "INBOX", "ACCOUNT SETTINGS", "DEVELOPER TOOLS", and "LEARN MORE". The main content area includes the ORCID logo and the tagline "Connecting Research and Researchers". A search bar is located at the top left of the page content. A large green arrow points down to a section titled "DISTINGUISH YOURSELF IN THREE EASY STEPS". The first step is "1 REGISTER", with the subtext "Get your unique ORCID identifier Register now! Registration takes 30 seconds." The second step is "2 ADD YOUR", with the subtext "Enhance your ORCID record with your professional information and link your other identifiers (such as...". On the right side, there is a "LATEST NEWS" section with a date "Thu, 26 Jul 2018" and a headline "Now in Arabic -- Six Ways to Make Your ORCID iD Work for You". A question mark icon is visible in the bottom right corner of the news section.

ORCID
Connecting Research and Researchers

5,096,050 ORCID iDs and counting. [See more...](#)

DISTINGUISH YOURSELF IN THREE EASY STEPS

ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized. [Find out more](#)

- 1 REGISTER** Get your unique ORCID identifier [Register now!](#)
Registration takes 30 seconds.
- 2 ADD YOUR** Enhance your ORCID record with your professional information and link your other identifiers (such as...

LATEST NEWS
Thu, 26 Jul 2018
Now in Arabic -- Six Ways to Make Your ORCID iD Work for You



Why an ORCID iD?

- Unique identifier to track your publications and works
- Differentiate yourself from other researchers with similar names
- Automatically updates via Crossref metadata search
- Required by many publishers when submitting manuscripts
- Gives you the ability to export your citations in a sortable format *

** If you e-mail us this file, we can check your copyright permissions for you!*



Copyright and Digital Commons

- What is Green Open Access, aka Self Archiving?
- Author manuscript, pre - print, post - print vs. Publisher PDF
- Different publishers, different rules
- Checking [SHERPA/RoMEO](#), or your Author Copyright Agreement

Confused? 100% understandable. E-mail digitalcommons@montclair.edu for assistance.



Pre-print, Post -print, Publisher PDF



Source: Auckland University of Technology, Retrieved from: <http://aut.ac.nz.libguides.com/c.php?g=205078&p=1352501>

Checking Permissions



The screenshot shows the SHERPA/RoMEO website interface. The browser address bar displays 'www.sherpa.ac.uk/romeo/search.php'. The page header includes the SHERPA/RoMEO logo and the tagline '... opening access to research'. Navigation links for 'Home', 'Search', 'Journals', 'Publishers', 'FAQ', 'Suggest', and 'About' are visible. Language options include 'English', 'Español', 'Magyar', 'Nederlands', and 'Português'. The main heading is 'Search - Publisher copyright policies & self-archiving'. Below this, it states 'One journal found when searched for: geomorphology'. A table provides details for the journal 'Geomorphology' (ISSN: 0169-555X, EISSN: 1872-695X), identifying it as a RoMEO green journal. It notes that a paid open access option is available. A summary table indicates that authors can archive pre-prints and post-prints, but cannot archive the publisher's version/PDF. A list of general conditions follows, detailing archiving rules and restrictions. Finally, it states that mandated open access information is currently 'Awaiting information'.

Journal: [Geomorphology](#) (ISSN: 0169-555X, EISSN: 1872-695X)

RoMEO: This is a [RoMEO green](#) journal

Paid OA: A paid open access option is **available** for this journal.

Author's Pre-print:	✓ author can archive pre-print (ie pre-refereeing)
Author's Post-print:	✓ author can archive post-print (ie final draft post-refereeing)
Publisher's Version/PDF:	✗ author cannot archive publisher's version/PDF

General Conditions:

- Authors pre-print on any website, including arXiv and RePEC
- Author's post-print on author's personal website immediately
- Author's post-print on open access repository after an embargo period of between 12 months and 48 months
- Permitted deposit due to Funding Body, Institutional and Governmental policy or mandate, may be required to comply with embargo periods of 12 months to 48 months
- Author's post-print may be used to update arXiv and RepEC
- Publisher's version/PDF cannot be used
- 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)



No pre - prints? No problem. Alternatives:

- Add citations to Digital Commons, link to publisher PDF
- Contact Publisher for permissions *
- Upload alternate material you do have permissions for (e.g. teaching material, conference proceedings, posters, etc.)

** Form letters available, don't reinvent the wheel!*

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Uploading your works



Ready, set, upload:

- **Essential metadata:**
 - Title, authors, abstract
- Pre- or post-print PDF file (cover page will automatically generate)
- **Leave blank:**
 - Digital Commons citation (automatically generates)
 - DOI (refers to Digital Commons, NOT publisher DOI)
- Allow 24 -48 hours for system processing



Uploading your files

digitalcommons.montclair.edu



Creating your Selected Works profile





Selected Works, aka Author Gallery

- Serves as an online CV (in lieu of your directory profile)
- Import PDFs from the Digital Commons Network
 - Got co-authors? Your works might already be available
- Searchable by those outside Montclair State University
- Provides monthly download statistics and other readership data
- ORCID iD metadata will be available to import (soon...)



Adding your files to Selected Works

Step 1: Upload files to [Digital Commons](#)

Step 2: Create your [Selected Works](#) profile*

Step 3: Import

Warning: Don't upload files directly to your Selected Works! This will bypass Digital Commons, and not accrue download statistics.



Selected Works

works.bepress.com

Questions?

digitalcommons@montclair.edu

