

## R7.5 Specifications

### Automated process to create school collections in Faculty Deposit Module

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As part of the Open Access requirement, a new browse feature was implemented in R7.4 which allows users to see the university organization (expandable hierarchical list of schools, departments, and individual faculty) and browse resources by Schools and Departments.

Currently, the Faculty Deposit Module (FDM) automatically creates department and individual faculty member collections only. Therefore, school collections need to be created manually by catalogers in WMS (for new and existing submissions), and the collection hierarchy need to be corrected in dlr/EDIT. Jane Otto has documented the procedures to prepare the resources ingested prior to R7.4 so they are organized correctly in the expandable hierarchical list of schools and departments.

We are proposing to automate this process in R7.5.

#### 1. Assigning collection ID:

When creating school collections, either manually or automatically, the collection ID needs to be in the format approved by sw\_arch working group. To be in line with RUcore collection ID conventions for department and individual faculty collections, we propose the following format for school collection IDs:

**“rucore” + 4 + 5 digit Rutgers school ID (left padded with 0) + 00001**

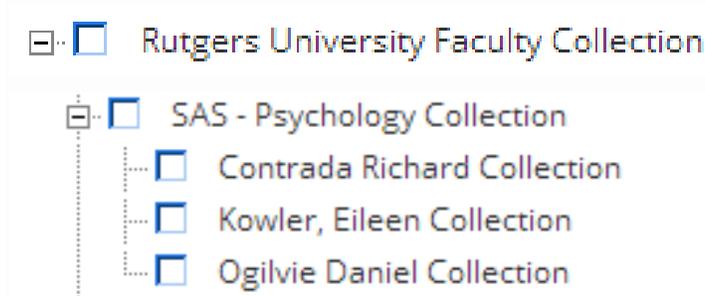
e.g., Graduate School-New Brunswick would have a school collection ID of: rucore40001600001

#### 2. Current faculty submission process:

The department list obtained from University Human Resources is used to populate the WMS database.

When a faculty member logs in for the first time, the FDM obtains department code, first name, and last name from LDAP lookup and creates department collection and individual faculty member collections under the Rutgers University Faculty Collection.

Current hierarchical list - 3 levels:



#### Revised faculty submission process:

According to the LDAP schema, and our investigation, school information is not included in the LDAP database. The LDAP schema includes an element for 'ou' (Organizational Unit); normally it includes the name of the department only, which is not user-friendly.

Since we cannot rely on LDAP to retrieve school information (or user-friendly department name), Jane Otto has taken HR's LDAP spreadsheet and, for each unit from which deposits can be reasonably expected, added columns for department name and school name. The form of name in each column is based on how the department or school represents itself on its own website, at times verified through checks of individual faculty members in the Rutgers Directory, which uses the same LDAP schema.

This spreadsheet will be maintained by Jane Otto and will be loaded into a WMS database table and twice a year or as needed if the information has changed significantly.

The new automated process will be:

- 1) When a faculty member logs in for the first time, the FDM obtains department name, first name, middle name (if any), and last name from LDAP lookup.
- 2) If there is no existing collection for school, it queries the WMS database to get the school information using faculty's department code and creates the school collection under the Rutgers University Faculty Collection.
- 3) It also queries the WMS database to get the user-friendly department name and uses this name to create department collection under the school collection.
- 4) If the WMS database provides no user-friendly department name or school name, the FDM creates a department collection using the LDAP department name (as currently done)  
E.g. FASC - Ctr Childhood Studies.

The cataloger will manually adjust the department name and notify Jane Otto.

- 5) It will use faculty's last name, first name, and middle name (if any) obtained from My Account or LDAP to create individual faculty collection under department collection.

The individual faculty collection name will be in this format:

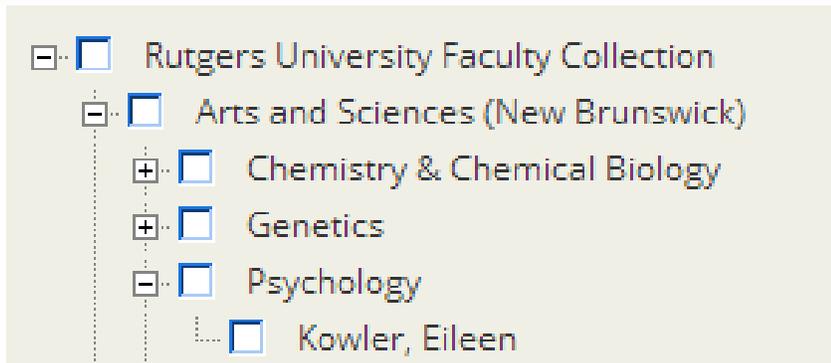
**<Lastname><comma><space><First name><space><Middle name or middle initial>**

E.g. Otto, Jane J

**Note:** "Collection" will be dropped from the collection name.

- 6) Write the department name in affiliation and corporate name (as currently done).
- 7) Write the school information in mods:name where type=corporate and authority=RutgersOrg-School.

Revised hierarchical list - 4 levels (if school and departments exist):



**Notes:**

- a) If no school exists, department collection will be parallel to school collection in the hierarchical list.
- b) Some depositors are affiliated with a school which has no departments (for example, the School of Law, Newark); For them, create school collection and individual faculty member collection. The hierarchical list will be 3 levels.
- c) Libraries are at the school level but it needs further discussion to address how they should be presented in the hierarchical list.

**Post R7.5:**

As part of the R7.5 delivery, Yang will provide a script to update the collection name with the user-friendly name for all created and ingested prior to R7.4 to keep the WMS collection hierarchy in sync with the collection hierarchy in dlr/EDIT and search portals.

Note: newly submitted resources in R7.4 will already have the user-friendly department name, and Jane will have updated the department names for all ingested collections in dlr/EDIT.