

## User Services and Applications Working Group

### Faculty Deposit specifications

September 28, 2007

#### RUcore Website General/Appearance

1. Link RUcore from RUL web page <http://www.libraries.rutgers.edu/>  
Link to the main RUcore page <http://rucore.libraries.rutgers.edu/>
2. Link Faculty Deposit from RUL web page <http://www.libraries.rutgers.edu/>  
Make the link under <Faculty Services>  
Link to the RUcore/Deposit Your Work initial page  
<http://rucore.libraries.rutgers.edu/deposit/>
3. Link directly to the University's Copyright policy from its mention in the Intellectual Property Rights Policy document  
<http://rucore.libraries.rutgers.edu/policies/copyright.php>. The link to the University's Copyright policy is <http://policies.rutgers.edu/documents/50.3.7-current.pdf>.
4. Help button on Quick Search. HELP should be in white in the red search box. Above Search RUcore on same line as All – Text ... but right-justified within that box.
5. Help button on Advanced Search. HELP button instead of help on the bottom of the screen (like Va Tech). Put a HELP icon on the same line as the red Search RUcore, but to the right of it, at the end of the thin gray line. HELP should be in red. This HELP should also be put on all Advanced Search pages (e.g., faculty dept page).
6. We need a way to associate a resource with more than one collection. This is applicable to Faculty Deposits, Departmental Collections, RUL Collections, and NJDH.

#### RUcore Open Access

1. Activate OAI harvesting and Google indexing for current items in RUcore
2. Add an option in the collection record (RUcore and NJDH) to indicate if the resource records (metadata only) can be harvested with OAI-PMH. This will apply to future collections added to RUcore.

#### Searching and Display in RUcore

1. In Quick Search (and also in Advanced Search in a single search line), allow a phrase search to be combined with another term. For example, <“September 11” and children> should first search on the phrase <September ADJ 11> then search for the term <children> within those results.
2. When a collection record is displayed, allow the user to browse all the items in that collection. What we have in mind is a button or hypertext phrase: <Browse This Collection> in the area at the top of the initial record display that currently has the word <Collection> and an icon of a file cabinet. When that button/hypertext is selected, all the resources in that collection will be listed.
3. On the Advanced Search screen, when a collection is checked (selected), the system should automatically check (select) all the subcollections under it.

4. On the Advanced Search screen, when a search term is entered by no collections are checked (selected), the result is zero (0) because no collection has been selected. The error message now says “No collections specified... Defaulting to FACULTY only...” Please change it to: “You must check one or more collections”
5. Automatically ignore initial articles in title for purposes of sorting in an indexed results list. Example: For English language: A, An, The.
6. In the record display, change the element label for the handle identifier from “Identifier” to “Persistent URL”
7. Please change the order of elements in the record display to:
  - a. Title
  - b. Name
  - c. Title of Journal
    - i. Volume/issue, Date of journal, Extent
  - d. Subject
  - e. Description [mods:abstract]
  - f. Note [mods:note]
  - g. Genre
  - h. Persistent URL
  - i. Language
  - j. Collection
  - k. Organization Name [formerly: Location]
  - l. Rights
  - m. OMIT: Identifier (Fedora ID) [ex.: rutgers-lib:201395]
8. Rename the display label from “Location” to “Organization Name”
9. Link from the display of the Organization Name to contact information (from the Collection Record) of the Organization
10. Rename “Full Record” to “Complete Record”
11. Instead of requiring an additional “click” on the HandleID to see the full record, please add a link to “Complete Record” and “MARC” on the main record display. There is no need to link separately to “DC” or “MODS” as these are included in the Complete Record. If there is a Table of Contents, also add that to the main record display.
12. If the Table of Contents has not been created, do not display a link to Table of Contents.
13. In the “View Search in Context” service, change to wording from “View n Page with Full Text Search Results” to “View document with search terms highlighted.”
14. In the “View Search in Context” disseminator, add an “i” [Information icon] for the PDF. The content of that information bubble should read:

If the PDF link does not take you to the correct page, install (or re-install) the latest version of PDF  
<<http://www.adobe.com/products/acrobat/readstep2.html>>. For best results, close your browser before the re-install of Acrobat Reader, e.g.:

  1. Download the latest version of Acrobat Reader  
<http://www.adobe.com/products/acrobat/readstep2.html>

2. Close all open browsers
3. Install/re-install Acrobat Reader (if re-installing, choose option to remove the old version first)
4. Restart browser
15. On “View Search in Context” disseminator, unlink the title on upper left corner—do not hypertext it to re-display the record
16. All objects should have thumbnails. The record does not have to be “touched” to display the thumbnail.
17. On the record display, change the URL in the “i” [Information icon] for PDF to <http://www.adobe.com/products/acrobat/readstep2.html>. This directs the user to download the latest version, which is less confusing.
18. On Collection Records: Change display label of <collectionTheme> from “Subject” to “Collection Theme”
19. We need these metadata elements indexed and searchable:
  - Journal or book title (host) in which the article/chapter/conference paper appears
  - Volume and issue of journal/book
  - Date (of issue) of journal/book

#### Faculty Deposit Service

1. Reduce the amount of white space at the top of the Login page (...edu/FS\_Login.php/) by moving up the text on that page.
2. On the Intellectual Property Rights page, the name “Rutgers, The State University of New Jersey” must have a capitalized “The.” This needs to be corrected in the introductory sentence and in the Work-for-Hire choice.
3. Link directly to the University’s Copyright Policy from the “here” link on the Intellectual Property Rights page and within the Intellectual Property Rights Policy document <http://rucore.libraries.rutgers.edu/policies/copyright.php>. The link to the University’s Copyright policy is <http://policies.rutgers.edu/documents/50.3.7-current.pdf>.
4. If the depositor chooses “I do not agree” the error message should say:
  - You have chosen not to agree with the rights agreement.
  - You cannot continue depositing your work in RUCore.
  - Contact Us through the link at the top of this page if you have questions.
5. In Step 2, add this sentence and link before the “Contact us” sentence:
  - Alternatively, you can consult this Director of Publishers and Vendors <http://www.acqweb.org/pubr.html> to determine if they allow deposit in RUCore, or to contact the publisher directly.
6. On the metadata/information page, supply the following list of sponsoring agencies on a drop-down list. If “Other” is chosen, display a box to enter the name of the sponsoring agency that is not on the list.
  - Institute of Museum and Library Services
  - Mellon Foundation
  - National Endowment for the Arts
  - National Endowment for the Humanities
  - National Institutes of Health

National Science Foundation  
U.S. Department of Agriculture  
U.S. Department of Defense  
U.S. Department of Education  
U.S. Department of Energy

7. Metadata change requests (i.e., add):
  - Journal or book title (host) in which the article/chapter/conference paper appears
  - Volume and issue of journal/book
  - Date (of issue) of journal/book
  - Inclusive page numbers of article/chapter/conference paper in [host] journal or book
  - URL for article/chapter/conference paper on the publisher's web site
8. After successful upload of files, change the "successful" message to:  
You have successfully sent your work to the Repository queue. You should see your work in RUcore in 1-2 working days. Please report any problems to the RUcore staff [rmarker@rci.rutgers.edu](mailto:rmarker@rci.rutgers.edu), [ananthan@rci.rutgers.edu](mailto:ananthan@rci.rutgers.edu)
9. Allow upload in any of the following: Word, PowerPoint, Excel, image (TIFF), HTML, PDF, PDF/A. Do not require any additional files (e.g., Word and PDF). Create PDF/A when the uploaded file is in Word, PowerPoint, Excel, HTML, image (TIFF), and PDF. Put the PDF/A plus and uploaded format in the tar file.
10. Supply a Required Publisher Statement for the genres *article*, *postprint*, and *preprint*. This usually requires a link to the article on the publisher's web site. An example:  
REQUIRED PUBLISHER STATEMENT:  
The published version of this article is available at:  
<http://www.elsevier.com/locate/inca/505736/>

#### Future Developments and Investigations

1. Clustering/tag clouds. Please add this as an investigation on the future release calendar.
2. Print/Email option. User should be prompted to print or email selected records.
3. Citation format. User should be prompted to download selected records in standard citation format(s).
4. Create a librarian/curator's portal. This will require a login/password, but will allow the librarian/curator user to view all metadata, including sourceMD and rightsMD that is blocked from view by public users. The login/password will authenticate the user to see the appropriate collection(s).