

Jul 28th, 9:05 AM - 10:05 AM

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

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Life in the FAST 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

**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

The screenshot displays the Penn Libraries ScholarlyCommons website. At the top left is the Penn Libraries logo. The main header reads "SCHOLARLYCOMMONS" with navigation links for "Collections by Research Unit", "Journals", "Thesis/Dissertations", and "Researcher Profiles". A search bar is located on the left side. The main content area features a banner for the "GRASP LABORATORY" with the subtitle "General Robotics, Automation, Sensing & Perception". Below the banner is a paragraph describing the repository's mission. A "Reader from" section shows a map of Lisbon, Portugal, and a "Real-time Readership" section shows 2 downloads since 9:38:34 AM. At the bottom, a statistics table shows 31,383 Total Papers, 12,906,363 Total Downloads, and 2,192,075 Downloads in the past year.

Penn Libraries
UNIVERSITY OF PENNSYLVANIA

SCHOLARLYCOMMONS

Collections by Research Unit | Journals | Thesis/Dissertations | Researcher Profiles

SEARCH
Enter search terms:

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SUBMIT
Submit Research
Faculty Assisted Submission
Submission Instructions

BROWSE
Collections
Subjects
Authors
Dissertations

AUTHORS
Author Help
Upload to ScholarlyCommons

RESOURCES
Penn's Statement of Principles on Open Access
Penn Law Legal Scholarship Repository
Penn Digital Scholarship Group

GUIDES

GRASP LABORATORY
General Robotics, Automation, Sensing & Perception

ScholarlyCommons is the University of Pennsylvania's open access institutional repository for gathering, indexing, storing, and making widely available the scholarly output of the Penn community. Reflecting the core values of inclusion, innovation, and impact in the [Penn Compact 2020](#), ScholarlyCommons shares the exceptional works of Penn faculty, staff, and students with a local, national, and global audience. Access to ScholarlyCommons is free to all. ScholarlyCommons is a service of the University of Pennsylvania Libraries.

Join the ScholarlyCommons community!

Reader from: Lisbon, Lisboa, Portugal

Prosodic Variation in SLA: Rhythm in an Urban North Carolina Hispanic Community
Phillip M. Carter
University of Pennsylvania Working Papers in Linguistics

Real-time Readership
2
Downloads since 9:38:34 AM

31,383 Total Papers	12,906,363 Total Downloads	2,192,075 Downloads in the past year
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<http://repository.upenn.edu>

Fuel

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

Penn Libraries **Guides** Contact us Library Home PennKey Library Account Login

Library Info Facilities Research Collections Courseware Tools

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ScholarlyCommons

This guide will help you to become more familiar with Penn's institutional repository, ScholarlyCommons, and the various services provided by the ScholarlyCommons team.

About
Services
Faculty Assisted Submission
Journal Publishing
Digital Projects
Theses, Dissertations, and Capstones
Conferences and Events
Data Management
Policies
Submit
FAQ
Outreach Materials

Services

The ScholarlyCommons team is pleased to offer a robust suite of services to support you and your scholarship, whether you're a faculty member looking to submit materials to the repository, a research center interested in creating a collection for your policy briefs, or a graduate student interested in creating an open access journal. All of the services listed below are free to the Penn community.

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

Submit to ScholarlyCommons

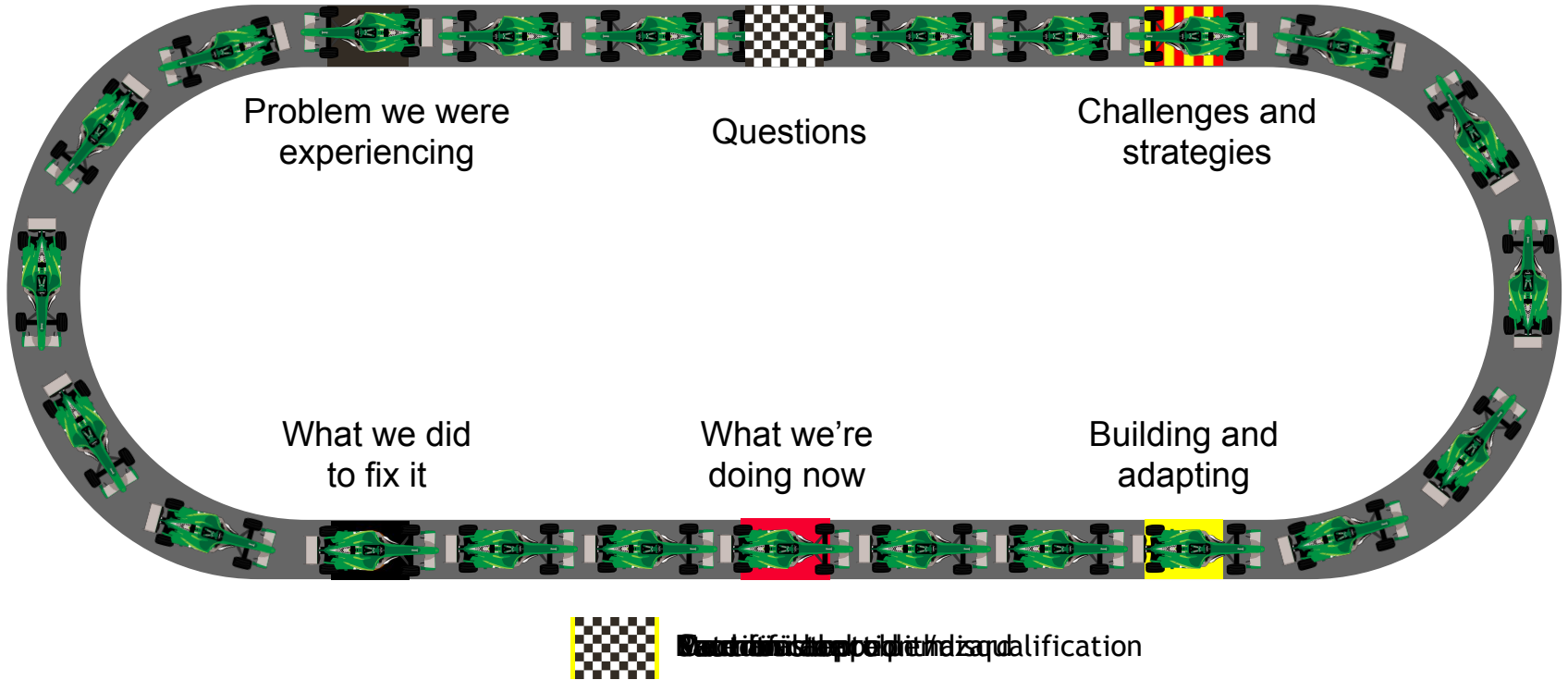
Make your works discoverable through ScholarlyCommons, Penn's openly accessible institutional repository. Take advantage of Faculty Assisted Submission by sending us your CV or list of publications (faculty only), submit materials yourself, or set up a consultation to discuss your digital project.

Image courtesy of Niklas Wikström via CC BY-NC 2.0 license

<http://guides.library.upenn.edu/scholarlycommons/services>

Who Are You?

Race Track



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.

—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 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 a 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 in the scholarly article who are members of the Standing Faculty, Standing Faculty Clinician Educators or 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 other 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 of and/or link to the scholarly article once it has been made public elsewhere.

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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

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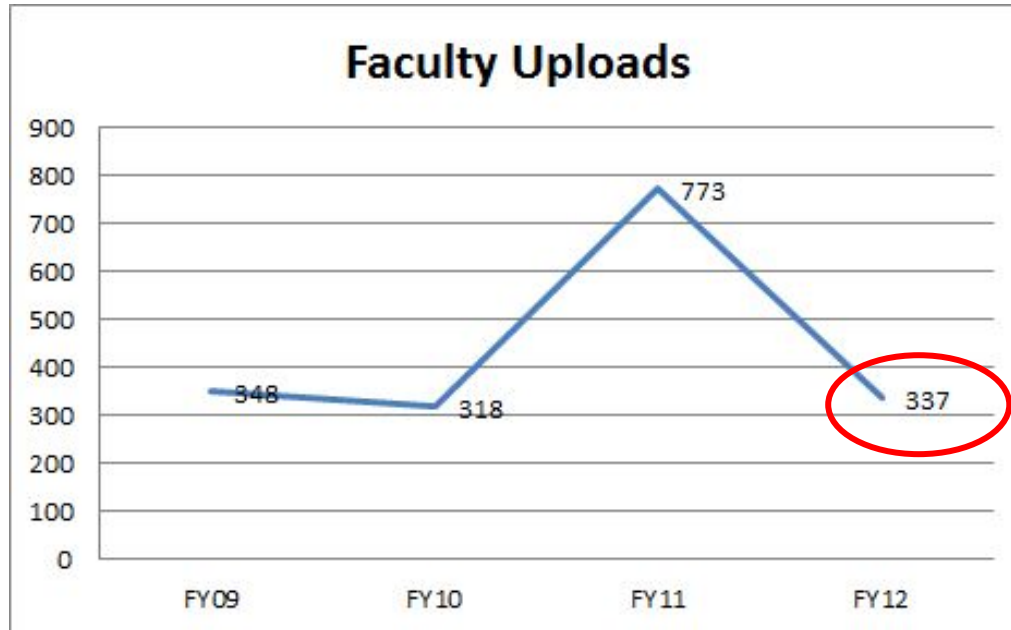
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2011: The Year Faculty Didn't Start Submitting to Scholarly Commons



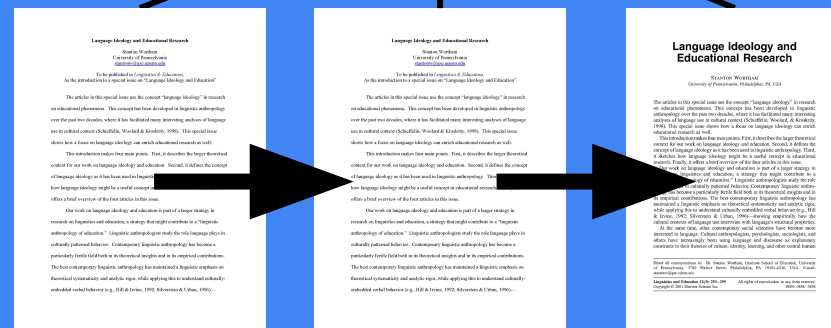
Challenges of Self-Deposit to an IR

Faculty



Challenges of Self-Deposit to an IR

Faculty



Preprint

Postprint

Pub PDF

Challenges of Self-Deposit to an IR

Faculty

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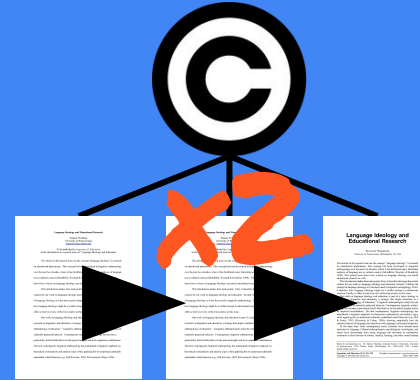
**Challenges of
Self-Deposit
to an IR**

Faculty



Challenges of Self-Deposit to an IR

Libraries



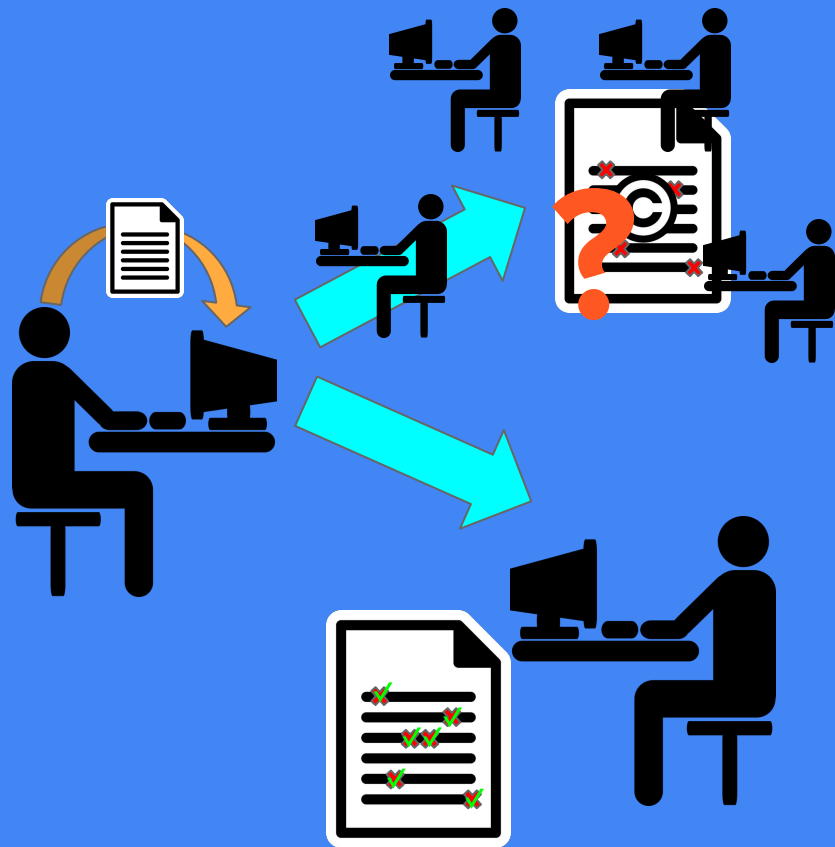
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Publication:
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Journal of Neuroscience



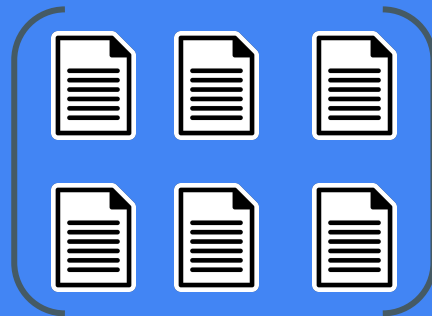
Challenges of Self-Deposit to an IR

Libraries



Challenges of Self-Deposit to an IR

Libraries



2011: The Year We Were Supposed to Make It Easy

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September 13, 2011, Volume 58, No. 03



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The Faculty of the University of Pennsylvania shall make their research available to the public in any medium now known or to be developed, and shall not submit articles for open dissemination to a journal or other publication without first submitting a copy of the article to the Penn Libraries for open dissemination. The Penn Libraries shall grant non-exclusive permission to the University, the Faculty of the University of Pennsylvania, and the public to disseminate the article globally.

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Fixing the Problem

Solution...

More Robust Mediated Deposit Service



Faculty



Librarian



Why Mediated Deposit?

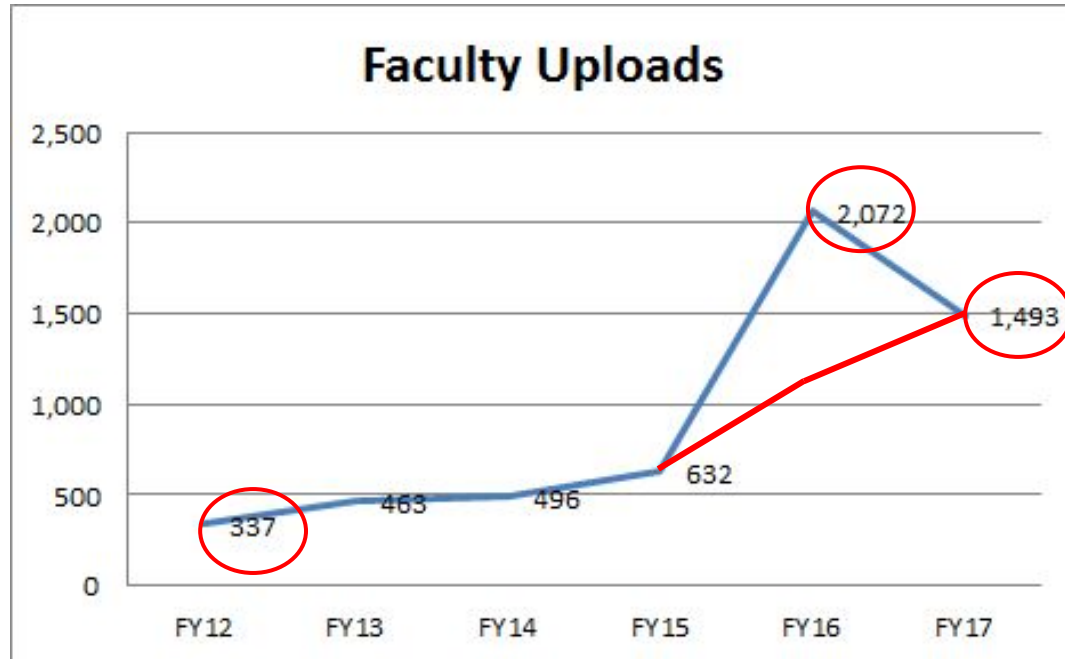
Pros

- 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



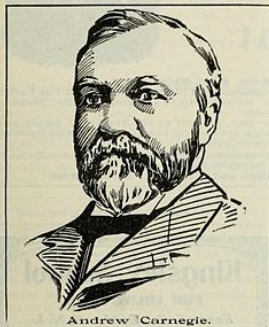
Phasing In Change

Lap 1: Hiring

Hire a Full Time IR Manager

LIBRARIAN WANTED !

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 into an up-to-date work of great importance, which appeals to every Book Lover.



Andrew Carnegie.

THE munificence of Andrew Carnegie has led to the establishment of Public Libraries throughout the country. The interest created in this library movement has spread over the entire land and there is scarcely a town where the subject of organizing a public library has not been agitated. It is not practicable, however, in every town to erect a building and go to the expense of purchasing and caring for a large collection of books.

The beginning must be small and the interest of the people in the library movement increased until the public library becomes the outgrowth. With this idea in mind an organization was started in 1882 for the purpose of forming library clubs of those who would purchase their own books and circulate them among the members. This concern, known as The Parmelee Library, has from this beginning, developed a New Book Home Delivery System which now covers all sections of the country and is rapidly growing, rivaling the famous Mudie Library of London. The growth of this work has been phenomenal.

The Parmelee Library wishes to extend the service until there is a Parmelee New Book Home Delivery Station organized in every city and village in the United States. The adaptability of the system to the needs of even the greatest cities having the best of public library facilities, as well to the community with inferior public service, is shown through the registered circulation in Boston and Chicago since November of last year of over 25,000 volumes of the popular new books. *None* of the following advantages are afforded under the usual public library service.

1. Members can get the books they want *in every* branch of literature, without delay or inconvenience. No book is too new to be included in the library. "The fiction we find," "The Helmet of Navarre," "The Crisis," "The Octopus," "Graustark," "The Puppet Crown," etc. No waiting for a book. The Parmelee Library buys enough copies to meet the demand.
2. The books are *always* neat, clean and inviting. As soon as a book is soiled it is replaced by a clean copy.
3. The books can be kept as long as desired. No fines. No red tape.
4. Members can take one, two, four or more books a week; *also copies of any of the sixty leading magazines*; thus supplying the entire reading for the family.

5. The books are delivered *at your door* and called for in a very pleasing way. 6. A weekly book list, giving names and descriptions of new books added to the library, is regularly sent to members. 7. A 250 page catalog, itself a work of typographical excellence, is furnished members free.

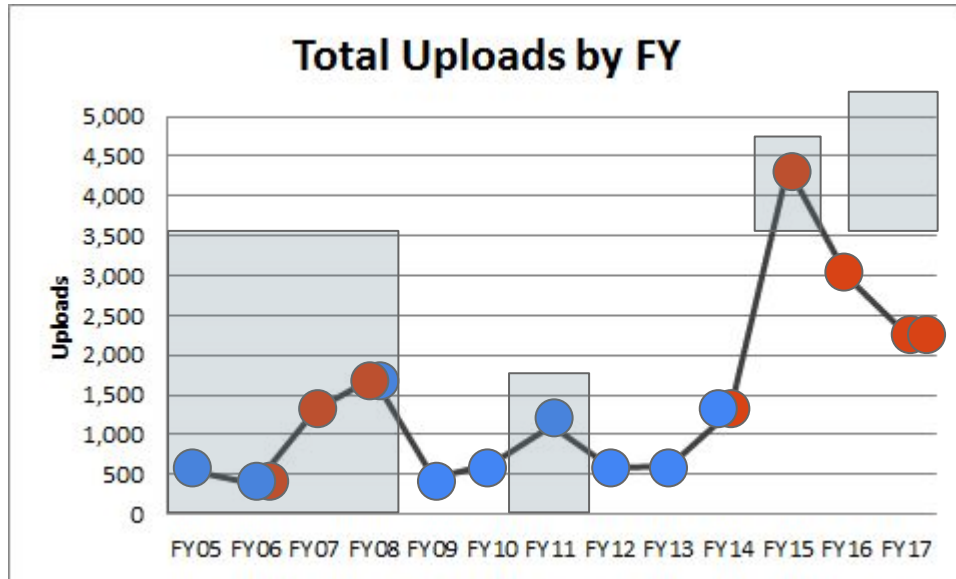
In the usual public library *none* of the above advantages are offered, and, as a necessary sequence, the perfected Parmelee Libraries are meeting with extraordinary success in the largest cities, having the best public library facilities.

WE WANT A REPRESENTATIVE IN EVERY CITY AND TOWN. The work is one of refinement and affords an agreeable occupation for any man or woman who seeks a high-class appointment. To enroll names of those interested who wish to join, to superintend the weekly receipt of books, and their delivery by messengers to the patrons' homes—these are the duties. We do not need experienced men or women, but those with education and refinement, as well as grit and energy, and who will follow our instructions to the letter. If a person can only give a portion of his or her time, the work can be confined to managing the Library in one's own town. Ladies of the highest standing in cities all over the country are organizing clubs of 25 to 100 members and rendering a favor to their friends. We shall be glad to hear from any persons possessing these qualifications and who are open for an engagement, either as a local Organizer or as traveling Director.

These positions are open to only one person in each town. It will be necessary, therefore, for any reader of this notice who may be interested to make application *at once*. Such an opportunity to secure a permanent and desirable position is seldom offered.

THE PARMELEE LIBRARY, Main Office, 1841 & 1843 Wabash Avenue, CHICAGO.
PAID UP CAPITAL \$75,000.00. Also BOSTON, PORTLAND, MINNEAPOLIS, DES MOINES, NEW ORLEANS, LOUISVILLE AND INDIANAPOLIS.

Impact of Staffing



- Full Time IR Manager
- ≤ Part Time IR Manager
- Initial school load

Lap 2: Facelift

“Scholarly Commons?”

I thought that was dead.”



It's hard to offer a service if people don't know it exists...

Spring 2014: A New Look

The screenshot shows the ScholarlyCommons Repository homepage. At the top right, there are navigation links: Home, About, Help, and My Account. The main header features the Penn Libraries logo and the text "ScholarlyCommons: Repository". Below the header, there is a search bar with the text "Enter search terms:" and a "Search" button. A dropdown menu shows "in this repository". To the left of the search bar, there are links for "Advanced Search", "Notify me via email or RSS", and "Publish in ScholarlyCommons". Below the search bar, there is a "Submit Research" section with a link for "Author Help". A "Browse" section lists "Collections", "Subjects", "Authors", and "Dissertations". A "Links" section lists "ScholarlyCommons - Main Page", "Penn Libraries", "Related Links", and "Contact Us". The main content area has a paragraph describing the repository: "The ScholarlyCommons Repository is a collection of the scholarly output of researchers at the University of Pennsylvania. It promotes dissemination of the collection, and preserves it in a freely-accessible, long-term archive." Below this, there is a "Browse Research and Scholarship" section with a list of categories: "Research unit, center, or department", "SelectedWorks Gallery", "Journals and peer-reviewed series", and "Theses and dissertations". A paragraph follows: "As the Penn Compact urges, ScholarlyCommons provides an opportunity to share the fruits of our integrated knowledge. Administered by the Penn Libraries, ScholarlyCommons allows researchers and interested readers anywhere in the world to learn about and keep up to date with Penn scholarship. [more]" There are two sections: "At a Glance" and "Paper of the Day". "At a Glance" has a sub-section "Frequently downloaded papers" with the text "All time" and "Most recent papers" with "20 most recent additions". "Paper of the Day" features the title "Mechanisms of unplugged/MuSK-mediated neuromuscular synapse formation" by Laura Rae Gordon. At the bottom, there are statistics: "17,184 papers to date", "4,025,499 full-text downloads to date", and "1,436,704 downloads in the past year".

The screenshot shows the ScholarlyCommons homepage. At the top right, there are navigation links: ScholarlyCommons Home, About, Help, My Account, Penn Libraries, and Contact Us. The main header features the Penn Libraries logo and the text "SCHOLARLYCOMMONS". Below the header, there are navigation links: "Collections by Research Unit", "Journals", "Thesis/Dissertations", and "Researcher Profiles". The main content area has a search bar with the text "Enter search terms:" and a "Search" button. A dropdown menu shows "in this repository". To the left of the search bar, there are links for "Advanced Search" and "Notify me via email or RSS". Below the search bar, there is a "CONTRIBUTE" section with links: "Why Contribute to ScholarlyCommons?", "Instructions for Submitting", "Create Researcher Profile", "Author Help", and "Submit Research". Below this, there is a "BROWSE" section with links: "Collections", "Subjects", "Authors", and "Dissertations". Below this, there is a "GENERAL INFORMATION" section with links: "About", "FAQ", and "Contact Us". Below this, there is a "LINKS" section with links: "Research Communication & e-Scholarship", "Penn Law Legal Scholarship Repository", and "ScholarlyCommons Guide". To the right of the search bar, there is a large image of a group of people sitting on a rocky shore next to a body of water. Below the image, there is a caption: "INTERNATIONAL ENGAGEMENT: GUATEMALA AND THE UNIVERSITY OF PENNSYLVANIA". Below the caption, there is a paragraph: "ScholarlyCommons is the University of Pennsylvania's open access institutional repository for gathering, indexing, storing, and making widely available the scholarly output of the Penn community. Reflecting the core values of inclusion, innovation, and impact in the Penn Compact 2020, ScholarlyCommons shares the exceptional works of Penn faculty, staff, and students with a local, national, and global audience. Access to ScholarlyCommons is free to all. ScholarlyCommons is a service of the University of Pennsylvania Libraries." Below this, there is a "Join the ScholarlyCommons community!" section with a "Follow" button. Below this, there is a "Philadelphia, Pennsylvania, United States" section with the text "ScholarlyCommons" and "This map shows live readership activity for ScholarlyCommons. Waiting for next download...". Below this, there is a world map showing readership activity. Below the map, there is a "Real-time Readership" section with a counter showing "0".

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Articles and Chapters

"Toward an Ethnographic Lingua Franca: Communication and Anthropology," *Journal of Communication*, 58(4), forthcoming December 2008. INQUIRY SENT RE EMBARGO

"They Hate Me: Spike Lee, Documentary Filmmaking, and Hollywood's 'Savage Slot,'" co-written with Jasmine Cobb. *The Spike Lee Reader*, eds. Janice Hamlet and Robin Means Coleman. Peter Lang: 251-269, forthcoming 2008.

"Towards an Ethnography of a Quotation-Marked-Off Place," *Souls: A Critical Journal of Black Politics, Culture and Society*, Westview Press, Spring 1999. Reprinted in Manning Marable, ed., *Souls: The New Black Renaissance*, Paradigm Press, 2006.

"Gentrification, Globalization, and Georaciality," *Globalization and Race: Transformations in the Cultural Production of Blackness*, eds. Kamari Clarke and Deborah A. Thomas. Duke University Press, 2006.

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"A Little Black Magic," *The South Atlantic Quarterly*, 104(3): 1-13, July 2005. Send reply to Duke about this article

"An Ethnographic Filmflam: Giving Gifts, Doing Research, and Videotaping the Native Subject Object," *American Anthropologist* 106(1): 32-42, March 2004.

"Birthdays, Basketball, and Breaking Bread," (a chapter from *Harlemworld*) reprinted in Lee D. Baker, ed., *Life in America: Identity and Everyday Experience*, Blackwell, 2004.

"Abandoning Advertisements over Edifical Ekphrases," *The Journal of Visual Culture*, 2(3): 341-352, December 2003.

"Undoing Harlemworld: An Anthropological Argument about Diasporic Disasters," *Revolutions of the Mind: Cultural Studies in the African Diaspora Project, 1996-2002*, CAAS Publications, 2003.

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Lap 3: IR as a Service

**By 2017, ...the Library
will be known for a
well-articulated portfolio
of researcher services.**

Penn Libraries Strategic Plan 2015-2017

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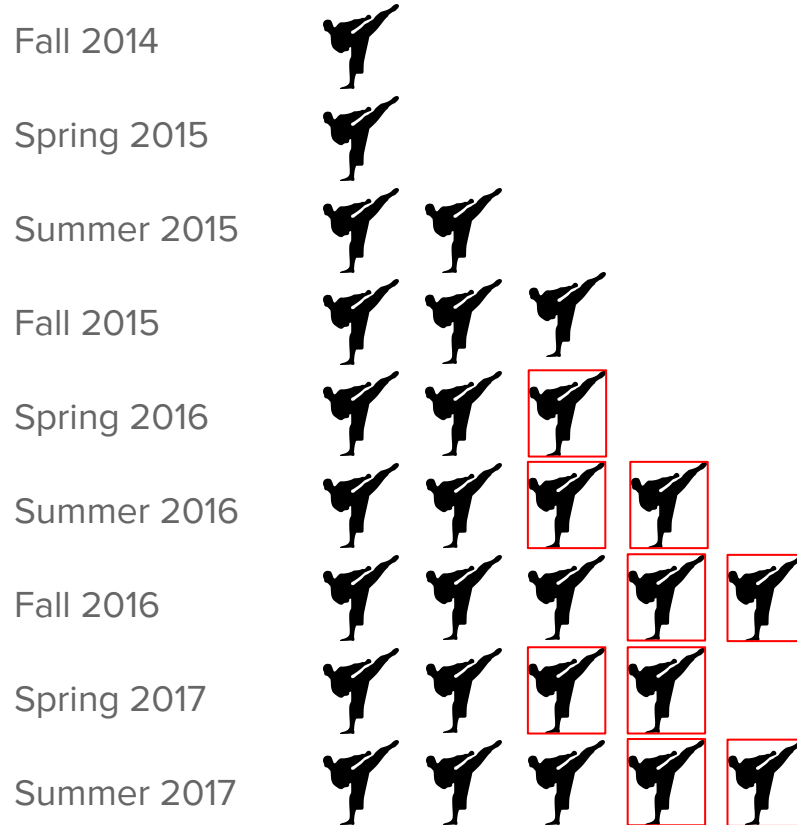
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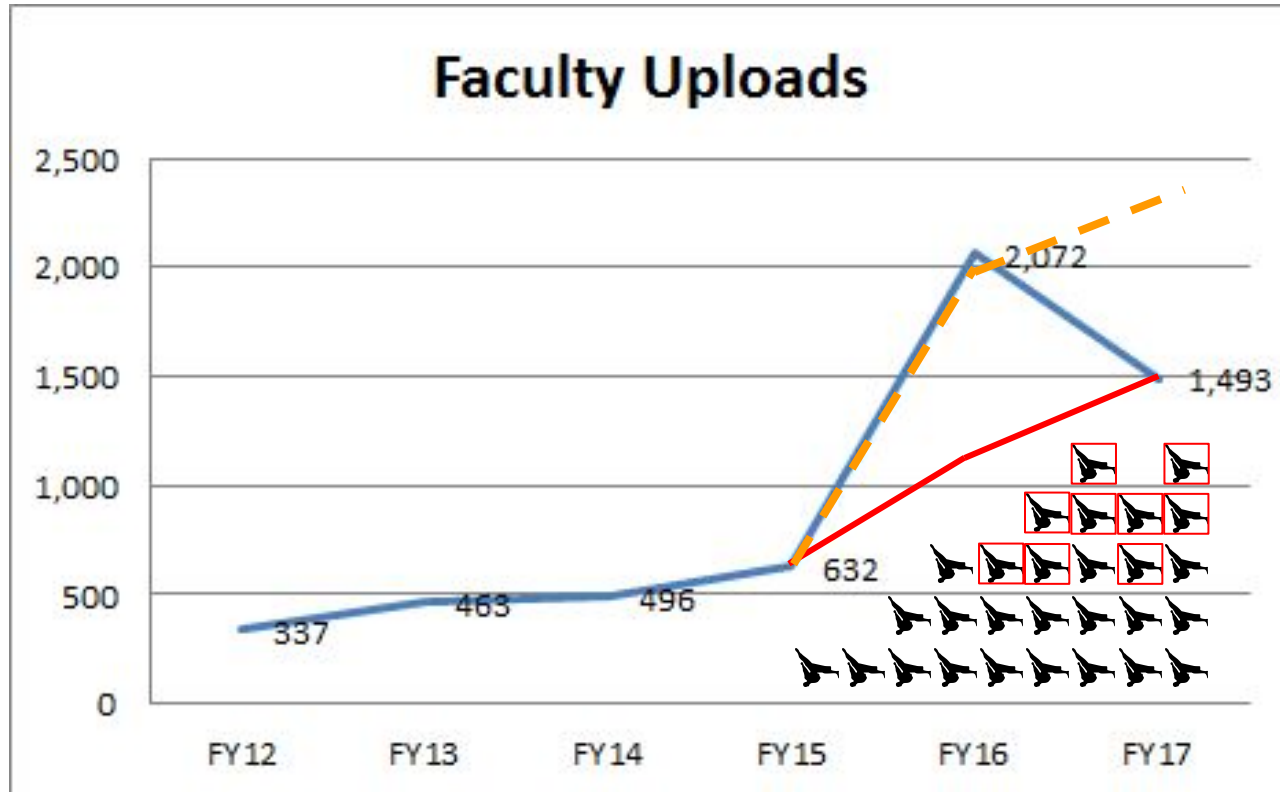
ACCESS TO
DISSERTATIONS

Lap 4: Hiring Students

Started Building a Student Workforce



Impact of Student Workers



Lap 5: Moving to the Cloud; Automating Processes

Googleverse

A	B	C	D	E	F	G	H	I	J	K	L
Verdict	Condition	Embargoed	Action	Status	DOI	Link	Postprint Link	Journal	Year	Publisher	Required State

What is a pub PDF?

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Other terms: Version of Record (VoR), Published Version, Published Article, Final Version, Final Published Version

Example: [http://dx.doi.org/10.1016/S0898-5898\(01\)00055-9](http://dx.doi.org/10.1016/S0898-5898(01)00055-9)

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.

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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

Language Ideology and Educational Research

STANFORD WOLKOFF
University of Pennsylvania, Philadelphia, PA, USA

The articles in this special issue use the concept "language ideology" to research on educational phenomena. This concept has been developed in linguistic anthropology over the past two decades, when it has facilitated many interesting analyses of language use in cultural context (Schiffrin, Wootell, & Kroskrity, 1998). This special issue draws from a focus on language ideology on within educational research as well.

This introduction makes four main points. First, it discusses the larger theoretical context for our work on language ideology and education. Second, it defines the concept of language ideology as it has been used in linguistic anthropology. Third, it defines how language ideology might be a useful concept in educational research. Finally, it offers a brief overview of the four articles in this issue.

Our work on language ideology and education is part of a larger strategy in research on language and education, a strategy that might eventually be a "linguistic anthropology of education." Linguistic anthropologists study the role language plays in culturally patterned behavior. Contemporary linguistic anthropology has become increasingly interdisciplinary field work in its theoretical insights and its empirical contributions. The last contemporary linguistic anthropology has maintained a linguistic emphasis on theoretical generativity and analytic rigor, while exploring this in understand culturally embedded verbal behavior (e.g., Hill & Irvine, 1992; Silverstein & Lisson, 1994)—showing empirically how the cultural context of language use intersects with language's relational properties. At the same time, other contemporary social scientists have become more interested in language. Cultural anthropologists, psychologists, sociologists, and others have increasingly been using language and discourse as explanatory constructs in their theories of culture, identity, learning, and other central human

Language Ideology and Educational Research

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University of Pennsylvania
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To be published in *Linguistics & Education*,
As the introduction to a special issue on "Language Ideology and Education"

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Instructions for Using This Spreadsheet

Lap 6: Develop a Better Training Program

Lap 7: Hiring, Again

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Doing Now**

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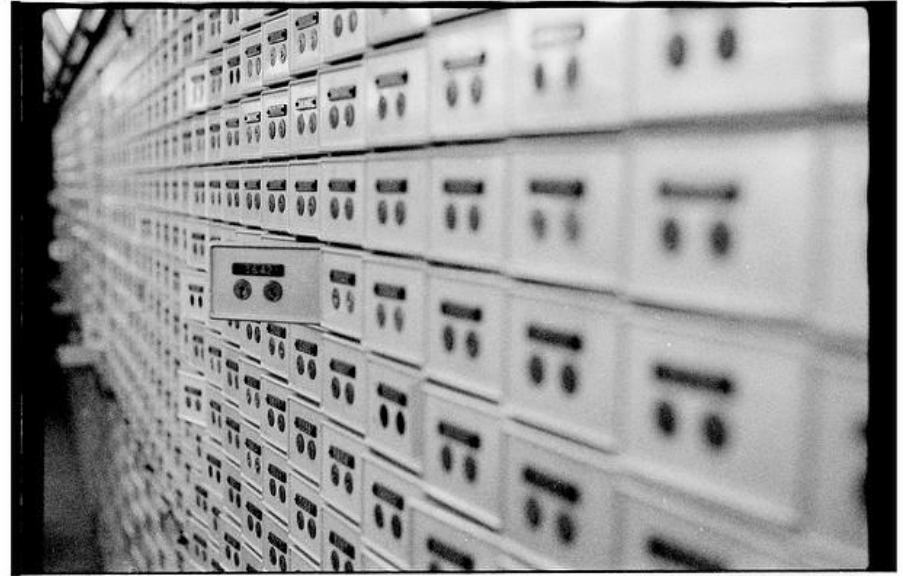


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Student Training

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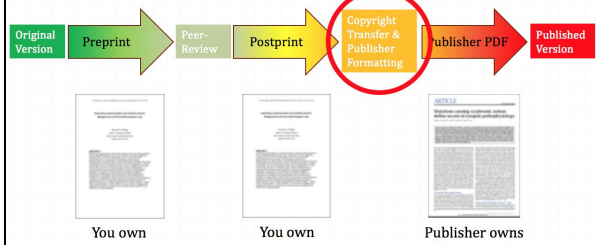
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The Publishing Process (Journals)



Contract Exercise

- Compare the publication agreements.
 - What rights does the author give away?
 - What rights does the author retain?
 - Which contracts are favorable to the author? Which are unfavorable?

Exclusive Rights of a Copyright Holder:

- Reproduction
- Distribution
- Public display and performance
- Creation of derivative work

Sharing Questions:

- What
- When
- Where
- Required Statement/Other Restrictions

Step 1: Crash course in copyright, publishing, and author rights

Finding Major Publisher Policies

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 insitutional 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 website 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?

Journal Publisher	Repository Policy	Embargo	URL for lookup	Required Statement
Elsevier	pre-print immediately some exceptions After embargo period-accepted manuscript	0-36 months	https://www.elsevier.com https://www.elsevier.com	On accepted manuscript
Wolters Kluwer Lippincott, Williams & Wilkins	pre-print immediately post-print after embargo period	12-24 months	https://download.lww.com/wolterskluwer_vitals	Author(s), Article Title, Additionally, please provide
Sage	pre-print immediately post-print after embargo period	12-24 months	https://us.sagepub.com	Author(s), Article Title, Additionally, please provide
Springer	pre-print immediately post-print after embargo period	12 months	https://www.springer.com	"The final publication information"
Taylor & Francis	pre-print immediately post-print after embargo period	0-18 months	http://authorservices.tandf.co.uk	"This is an Accepted Manuscript"
Wiley	pre-print immediately post-print after embargo period	12-24 months	https://authorservices.wiley.com	"This is the peer reviewed version"
Cambridge University Press	pre-print immediately post-print after embargo period VoR- abstract only with the link to original	0-6 months	https://www.cambridge.org	This article has been peer reviewed
Oxford University Press	post-print immediately after publication	0	https://academic.oup.com	This is a pre-copyedited version of an article accepted for publication in a journal. It is not the final version of the article.

Step 2: Find and describe policies for major publishers

#	URL for Lookup	Notes	Verdict	Action	Status	Publisher Contact	Date Publisher Contacted	DOI	Link	Postprint Link	Title of Work	Doc Type
TEST	http://authorservices.taylorandfrancis.com/sharing-yi		Preprint/Postprint	Find Postprint/Contact Author				10.1080/153	http://dx.doi.org/10.1080/1535		Visual "Literacy" in	Journal Article
1	https://www.elsevier.com/about/our-business/policies		Preprint/Postprint	Find Postprint/Contact Author				10.1006/jce	http://dx.doi.org/10.1006/jce		The wage differenti	Journal Article
2	https://us.sagepub.com/en-us/nam/journal-author-ar		Preprint/Postprint	Find Postprint/Contact Author				10.1177/00	http://dx.doi.org/10.1177/0044		Monitorial Citizens	Journal Article
3	https://www.degruyter.com/dg/page/repository-policy		Pub PDF	Post				10.1515/shl	http://dx.doi.org/10.1515/shll-2		Vitimas e perpetrac	Journal Article
4	http://www.annualreviews.org/page/authors/author-ir		Preprint/Postprint	Find Postprint/Contact Author				10.1146/ann	http://dx.doi.org/10.1146/annu		Social Class Differenc	Journal Article
5	https://mitpress.mit.edu/site-help/faq		Pub PDF	Post		quik@mit.edu		10.2307/20	http://dx.doi.org/10.2307/2065		Deprivation and Dis	Book Review
6	https://authorservices.wiley.com/author-resources/Jc		Preprint/Postprint	Find Postprint/Contact Author				10.1002/nm	http://dx.doi.org/10.1002/nml.2		Social Return on In	Journal Article
7	http://www.aapublications.org/content/pediatrics-op		Permission Required	Contact Publisher		klarson@aap.org		10.1542/pe	http://dx.doi.org/10.1542/peds		Parenting Attitudes	Journal Article
8	http://theconversation.com/us/republishing-guideline		Pub PDF	Post					https://theconversation.com/c		Controlling public o	Other
9	https://www.benjamins.com/#authors/rightspolicy		Preprint/Postprint	Find Postprint/Contact Author				10.1075/ni.	http://dx.doi.org/10.1075/ni.18		"She discriminated	Journal Article
10	http://authorservices.taylorandfrancis.com/sharing-yi		Preprint/Postprint	Find Postprint/Contact Author				10.1080/104	http://dx.doi.org/10.1080/1042		Executive leadersh	Journal Article
11	http://authorservices.taylorandfrancis.com/sharing-yi		Preprint/Postprint	Find Postprint/Contact Author				10.1080/21	http://dx.doi.org/10.1080/2152		The Baloch in Islan	Journal Article
12	http://www.pnas.org/site/subscriptions/open-access		Preprint/Postprint	Find Postprint/Contact Author				10.1073/pn	http://dx.doi.org/10.1073/pnas		The Spontaneous E	Journal Article
13	http://www.emeraldgroupublishing.com/authors/wrij		Preprint/Postprint	Find Postprint/Contact Author				10.1108/JE	http://dx.doi.org/10.1108/JEC-		You reap what you	Journal Article
14	http://www.mazdapublishers.com/page/reprint-permi		Permission Required	Contact Publisher		mazdapub@aol.com					Who are the Baluch	Book Chapter
15	http://www.sherpa.ac.uk/romeo/pub/134/		Preprint/Postprint	Find Postprint/Contact Author				10.1287/mr	http://dx.doi.org/10.1287/mnsc		Look Before You Le	Journal Article
16	http://www.nc4h.org		Unclear Policy	Contact Publisher		4h_pubs@ncsu.edu					The Road to Volunt	Journal Article
17	https://academic.oup.com/journals/pages/authors/au		Preprint/Postprint	Find Postprint/Contact Author				10.1093/cjr	http://dx.doi.org/10.1093/cjres		The spatial dimens	Journal Article
18	http://www.liebertpub.com/nv/resources-tools/self-ar		Preprint/Postprint	Find Postprint/Contact Author				doi.org/10	http://dx.doi.org/doi.org/10.10		Computational stuc	Journal Article
19	https://www.cambridge.org/core/services/open-acce		Preprint/Postprint	Find Postprint/Contact Author				10.1017/S0	http://dx.doi.org/10.1017/S000		Agriculture and Her	Journal Article
20	https://www.asme.org/shop/journals/administration/p		Permission Required	Contact Publisher		permissions@asme.org		10.1115/1.4	http://dx.doi.org/10.1115/1.429		Dynamic mechanic	Technical Rej
21	https://www.quillford.com/permissions		Permission Required	Contact Publisher		permissions@quillford.com.					The new extended	Book Chapter
22	https://www.btl.gov.il/English%20homepage/Pages/c		Unclear Policy	Contact Publisher		btfeed@netvision.net.il					A comparative pers	Journal Article
23			Unclear Policy	Contact Publisher		dekanat@pravp.hr		10.3935/rsp	http://dx.doi.org/10.3935/rsp.v		Volontiranje studen	Journal Article
24	https://journals.aps.org/authors/open-access-physic		Preprint/Postprint	Find Postprint/Contact Author				10.1103/Phy	http://dx.doi.org/10.1103/Phys		Construction, asse	Journal Article
25	https://www.elsevier.com/about/our-business/policies		Preprint/Postprint	Find Postprint/Contact Author				10.1016/j.jc	http://dx.doi.org/10.1016/j.jc		Caste-based crime	Journal Article

Step 3: Run permissions for 25 sample works

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Date of this Version	
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Additional Files	
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Disciplines	
Recommended Citation	
Embargo Date	
After You Submit	

HTML Help

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Step 4: Upload instructions and quiz

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For more information about entering titles, visit http://guides.library.upenn.edu/scholarlycommons_instructions/title

* Required

Title #1 *

CHAPTER 7

Weavers and dealers: the authenticity of an oriental carpet

BRIAN SPOONER

The Orient is an integral part of European material civilization and culture. Edward Said, *Orientalism*

Carpets, oriental

Oriental carpets have been recognized as prestigious furnishing in the West since the Middle Ages.¹ In many ways, they represent the epitome of Western concern with alien things – especially utilitarian alien things. Carpets entered the Western cultural arena as a rare alien item of interest and eventually became a commodity. But commodification does not adequately explain their continuing success in the market or the special attention they receive from collectors.


Why should the Western concern with the Orient be epitomized in the Oriental Carpet? More significantly why should oriental carpets still generate increasing demand, become ever more rather than less available, be stocked in a wider range of shops, and deployed in a steadily wider range of homes? The expansion apparently continues despite the changes in product and supply that result from accelerating social change and political disruption in the countries where they are produced. Oriental carpets are now bought and sold at a number of different levels of the market, from discount department stores to exclusive dealers available by appointment only. Objectively, they may be new or old (not "second-hand"), large or small. There is a wide range of price, durability, materials, designs, colors; the dyes may be natural or chemical. They may be purchased as floor covering, for décor, or as a collector's item. People who know them only from books and museums now buy their own, join rug societies, become collectors. Like other objects of conspicuous consumption, carpets first became luxury furnishing for the elite, and have now gone the way of so many luxuries in recent times and become available throughout the middle class. But they have not lost their elitist appeal in the process.

Is the oriental carpet we buy today in fact, as we like to think, the

195

Your answer _____

#	URL for Lookup	Notes	Verdict
	TEST		
1	http://authorservices.taylorandfrancis.com/sharing-y		Preprint/Postprint
2	https://www.elsevier.com/about/our-business/policies		Preprint/Postprint
3	https://us.sagepub.com/en-us/nam/journal-author-ar		Preprint/Postprint
4	https://www.degruyter.com/dg/page/repository-policy		Pub PDF
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7	https://authorservices.wiley.com/author-resources/Jc		Preprint/Postprint
8	http://www.aappublications.org/content/pediatrics-op		Permission Required
9	http://theconversation.com/us/republishing-guideline		Pub PDF
10	https://www.benjamins.com/#authors/rightspolicy		Preprint/Postprint
11	http://authorservices.taylorandfrancis.com/sharing-y		Preprint/Postprint
12	http://authorservices.taylorandfrancis.com/sharing-y		Preprint/Postprint
13	http://www.pnas.org/site/subscriptions/open-access		Preprint/Postprint
14	http://www.emeraldgroupublishing.com/authors/wri		Preprint/Postprint
15	http://www.mazdapublishers.com/page/reprint-permi		Permission Required
16	http://www.sherpa.ac.uk/romeo/pub/134/		Preprint/Postprint
17	http://www.nc4h.org		Unclear Policy
18	https://academic.oup.com/journals/pages/authors/au		Preprint/Postprint
19	http://www.liebertpub.com/nv/resources-tools/self-an		Preprint/Postprint
20	https://www.cambridge.org/core/services/open-acce		Preprint/Postprint
21	https://www.asme.org/shop/journals/administration/p		Permission Required
22	https://www.guilford.com/permissions		Permission Required
23	https://www.btl.gov.il/English%20homepage/Pages/c		Unclear Policy
24	https://www.aps.org/authors/open-access-physic		Unclear Policy
25	https://journals.aps.org/authors/open-access-physic		Preprint/Postprint
	https://www.elsevier.com/about/our-business/policies		Preprint/Postprint



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Please use Headline Style Capitalization (e.g., *A Non-Stop S-Antigen Gene Mutation Is Associated With Late Onset Hereditary Retinal Degeneration in Dogs: The RPGRIP1 and Cone-Rod Dystrophy*). For additional information about properly formatting your title, visit [Title Instructions](#).

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- Email addresses should only be included for Penn-affiliated faculty.
- Do not add affiliations or email addresses for non-Penn authors.

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1

Email First Middle Last Suffix Institution 

Search...

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Step 5: Upload 10 sample works to training space on demo site

Supporting Student Employees

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



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Challenges

- Timing and gaps in service
- Permissions emails can get lost or dropped
- Quality varies
- They graduate



Image: [Hamza Butt](#) via CC BY 2.0 license

Workflow and Tools

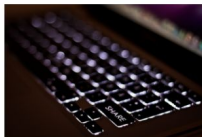
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This guide will help you to become more familiar with Penn's institutional repository, ScholarlyCommons, and the various services provided by the ScholarlyCommons team.

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Our Mission and Collection
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FAQ
Outreach Materials

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Website

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Comments

Please add any additional contextual information about your CV or list of publications here, such as types of materials we shouldn't review, or ask us a question about the assisted submission process in general.

More Detail/Explanation

Receive an email confirmation of your submission.

Fields marked with * are required.

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Permissions Queue

News Feed Milestones Time tracking Wiki Tasks +

Project Options

+ New search

Sort: Priority

More...

Starred

Unread



MY FAVORITE SEARCHES

All Tasks 55

My Open Tasks

Get Things Done 2

Added By Me 30

Review Workload & Deleg... 4

New CVs

Kraidy - 6/28/17

New task...

Template

[TEMPLATE](#)

Ready to be Assigned

CPRE new materials

In Progress

Gregory - 7/6/17

Richard D.

Chen - 6/23/17

Samantha F.

Advanced Practice Providers - 4/8/17



R

Richard D.

(Due date)

Normal



(not planned) in Permissions Queue

Gregory - 7/6/17

Name: Brian Gregory

Email:

School/Dept: Biology

CV location/Box Folder:

<https://upenn.box.com/s/I0tpqyrzavilqma1xf2pwkkbvyas6iv>

Google Doc:

<https://docs.google.com/spreadsheets/d/1L0Ku0oMOANVfDSxe6o9oh-NONDww4N56X3RjWb091wM/edit?usp=sharing>

SC Upload Location:

http://repository.upenn.edu/biology_papers/

Received: 7/6/17

Notes:

[Edit task content](#)

(no label)

(no estimation)

Step 2: CV intake and processing

Notes	Verdict	Action	Status	Publisher Contact	Date Publisher Contacted	DOI	Link	Postprint Link	Title of Work	Doc Type	Year Published
Could write to publisher and request preprint/postprint		Find Postprint/Contact Author				10.1287/trs-	http://dx.doi.org/10.1287/trs-		Transit Vehicle Stoj Journal Article		1982
Could write to publisher and request preprint/postprint		Find Postprint/Contact Author				10.1287/trs-	http://dx.doi.org/10.1287/trs-		Review of "Urban F Book Review		1989
Unavailable online	Pub PDF	Post		msaglam@te.ox	12/2/16 Followup 3/27/17				Integrated Urban T. Conference F		1977
- Available online	Pub PDF	Post	Posted				https://archive.org/details/light		Light Rail Transit S Report		1972
- Given that report was prepared for U:	Pub PDF	Post	Posted				https://trid.trb.org/view.aspx?ti		Integration of Trans Report		1973
- Scanned by us	Pub PDF	Post	Posted								
- Would post given preparation for a	Pub PDF	Post	Posted								
Unavailable online	Pub PDF	Post		dhlee27@krii.re	12/2/16 Followup 3/27/17				Medium Capacity C Conference F		2002
Unavailable online	Pub PDF	Post	Posted						National Transport: Government I		1974
Unavailable online	Pub PDF	Post	Posted						Urban Transportati Other		1975
- Unavailable online	Pub PDF	Post	Posted						Maglev vs. High Sp. Journal Article		2001
- Publisher may cease to exist; will em	Pub PDF	Post	Posted	editors@lawley.p	12/2/16				Theoretical and Pr. Conference F		1975
Unavailable online	Pub PDF	Post	Posted								
Unavailable online	Pub PDF	Post		office@naucnaki	12/2/16 Followup No repo				"Which Mode Can Save Most Energy? No Simple Answer Exists", written testimony for the Senate Transportation Research Special Issue on Public Policy, Vol. 18A, No. 2, pp. 125-133, Spring 1984.		
- Unavailable online	Unclear Policy	Contact Publisher		http://mta.nyc.uy							
- Likely able to post online but would ill	Prohibited	None									
	Prohibited	None									
Unavailable online	Pub PDF	Post		RA-pdFormsand	12/2/16 Publish				"Concept of Flexibility in Transportation System Analysis", High Speed Ground Transportation Journal Vol. 5, No. 1, 1971, pp. 53-61.		
- Government publication									"Achieving Intermodal Balance for Efficiency and Livability of Cities"; Proceedings, UITP 53rd Congress in Toronto, 1999.		
									"Analytical Review of Guided Transit Systems", in Rapid Transport Systems, Proceedings of the Conference on Advanced Rapid Transit Systems in Amalfi, Italy in Oct. 1983; pp. 141-152. ICTS - Elsevier, 1985.		
									"Development of Road Networks in Scandinavian Countries"; Transportation 4/1960, pp. 824-828 (Serbian, summary in English).		
									"Ensuring Sustainability through Mass Transit"; Proceedings of the Second International Conference on Urban Public Transportation Systems, ASCE, 2004, pp. 483-489.		
									"Bus Semirapid Transit Mode Development and Evaluation"; Journal of Public Transportation, Vol. 5, No. 2, 2002, pp. 71-95.		
									"Comparison of LRT with Bus Semirapid Transit System"; Proceedings, UITP 5th LRT Conference in Melbourne, UITP, Brussels, Belgium, 2001.		
									"Highway and Urban Traffic in Great Britain"; Transportation 5/1959, pp. 866-871 (in Serbian, summary in English).		
									"Der spurgeführte Bus - Analyse und Vergleich der O-Bahn mit anderen ÖPNV-Systemen"; Der Nahverkehr June 1985, pp. 44-50, Düsseldorf, W. Germany.		
									"Pedestrian Crossing Time in Determining Widths of Signalized Traffic Arterials"; Transportation Science, Vol. 1, No. 3, Aug. 1967, pp. 224-231.		
									"The Role of Rail Transit in Contemporary Cities"; In The City as a Human Environment, pp. 105-112. Praeger, 1994.		
									Gray and Hoel (Editors), Public Transportation: Planning, Operations and Management (Vucich author of two chapters); Prentice-Hall, 1979, revised 1992.		
									Transportation for Livable Cities; Center for Urban Policy Research, Rutgers University, 1999; 376 pages. Translated and adapted into Russian, 2011, into Turkish 2015, in preparation in Chinese.		
									"Design, Evaluation and Selection of Transit Systems: Theory and Practice"; Proceedings of the Conference on les Transports Collectifs Urbains, Ecole Nationale des Ponts et Chaussées, pp. 287-296, Paris, 1988.		
									"Current Trends: Problems and Prospects of Light-Rail Transit"; TRB Special Report 182, "Light-Rail Transit: Planning and Technology"; pp. 8-12, 1978.		
									"Design, Evaluation and Selection of Transit Systems: Theory and Practice"; Proceedings of the Conference on les Transports Collectifs Urbains, Ecole Nationale des Ponts et Chaussées, pp. 287-296, Paris, 1988.		
									Urban Transit Systems and Technology; John Wiley & Sons, 2007. 618 pages. Translation into Turkish, 2015, into Chinese in preparation.		
									"Livable Cities - Will Transportation Professionals Answer the Challenge?" Transportation Research News, Nov.-Dec. 2003, pp. 22-26.		
									"Implementing the Solutions: Measures for Achieving Intermodal Balance"; pp. 284-296 in E. Birch, Ed., The Urban and Regional Planning Reader, Rutledge, 2009.		
									"The Family of Urban Transport Modes"; The Urban Transport Industries Report 1993; pp. 20-22; Camden Publishing Ltd., London, Great Britain.		
									"Comparative Analysis and Selection of Transit Modes"; TR Record 559, pp. 51-62, Washington, 1976.		
									"Deregulation: a return to the primitive"; City Transport, May/June 1986, pp. 18-20; London.		
									"Karakteristike metro mreza i metodologija za njihovo vrednovanje"; Serbo-Croatian translation of an adapted version of #8.73; Saobraćaj u gradovima, 1/1991, pp. 1-12, Belgrade.		
									"(With Jean-Claude Ziv and Thor Haastveit), Transport v Moskve (in Russian); 75 pp. Gorodskie Proekty, Moscow, 2013.		
									Discussion of Reports 3a, 3b, and 6; Proceedings of the 39th UITP Congress in The Hague; UITP, Brussels, 1973.		
									Land Use Impacts of Rapid Transit: Implications of Recent Experience; report by De Leuw, Cather & Company to the Department of Transportation; Vucich consultant; Aug. 1977.		

Step 3: Student transfers CW to Google spreadsheet and begins user permissions review

Home

Permissions

This section includes step-by-step instructions for completing CV permissions and links to related materials.

- Permissions Checklist
- Journal Publisher Policy Database
- Book Publisher Permissions Responses

Additional Resources

This section contains additional resources for making the permissions process easier.

- Publisher Buzzwords
- Scholarly Article Versions

Email Templates

This section contains email templates for communicating permissions results with authors and permission requests with publishers. Please make sure that any highlighted, italicized, or bracketed text is replaced and tailored to fit your audience.

- Intake
- Out of the Queue
- Publisher permissions
- Publisher permissions (7+ citations for a sin...)
- Permissions results
- More...

Publisher permissions

Last updated: 5 months ago by [Kenny W.](#)

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Please feel free to 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 4: Student reaches out to publishers

Dear Dr. [Name],

We have completed the initial stage of the permissions process to put your works on ScholarlyCommons! We have uploaded what we can to ScholarlyCommons and have contacted publishers for permission as needed. We will continue to monitor any responses we receive from publishers and upload more works as we are able.

You can find the results of our permissions process in this [Google spreadsheet](#): [link to google sheet results tab]

On the "[Results](#)" tab in the above spreadsheet, you will notice a number of columns. These columns indicate which of your works can go into ScholarlyCommons based on our permissions research.

- [We need a different version \(NOT the final version\)](#): We need a non-final version of your paper, such as a preprint or postprint, in order for it to be uploaded to ScholarlyCommons (please upload copies to the folder below). For more information, examples, and definitions of the various versions of a scholarly paper, please see the "Pub PDF vs Postprint vs Preprint" tab.
- [We can post the final version](#): We were allowed to deposit the final published version of your paper to ScholarlyCommons and we did so.
- [Prohibited by the publisher](#): We were prohibited from posting any version of your paper to ScholarlyCommons.
- [Contacted publisher for permission](#): We were either unsure of the publisher's policy or they required written permission from us. We will continue to monitor any responses we receive from publishers and upload more works as we are able.
- [Other](#): We were unable to find the work online or determine the identity of the publisher.

For additional information about the permissions process, I'm pasting a short set of FAQs below this message.

You can upload copies of your preprint/postprints here: [insert author's Penn Box URL]

You can provide feedback on our Faculty Assisted Submission service by taking a short survey: <https://goo.gl/forms/Wr1kQH9TWGYSYe82>

Over the next year, we will periodically check for your new publications, but if you want us to put something up sooner, please contact us (if you do not want us to add new things, let us know). If you would like to schedule a time to discuss the results of the process, review strategies for making more of your works available, or demo the Author Dashboard (ScholarlyCommons' statistics feature), please let me know.

We are so happy to have some of your works in ScholarlyCommons, and I hope that we will have more to add soon! Please let me know if you have any questions or trouble using the Google Sheet.



DEPARTMENTAL PAPERS (ESE)

The Department of Electrical & Systems Engineering at the University of Pennsylvania is a leader in the areas of Electroscience, Systems Science, Network Systems and Telecommunications.

The creation and dissemination of scholarly research in both basic and applied arenas has placed the Department of Electrical and Systems Engineering at the forefront of research and application in the areas of motion-capture, SWARM and Nanotechnologies, cyber-physical systems integration, Metanancircuits, robotics, urban transit, mobile solar power, prosthetic device enhancements and more. Engineers from the department have and are working to relentlessly push the boundaries of current engineering disciplines for the application of existing problems and those of tomorrow.

Follow

Jump to:

2017

Papers from 2017

[PDF](#) [Discriminative Measures for Comparison of Phylogenetic Trees](#), Omur Arslan, Dan P. Gurainik, and Daniel E. Koditschek

[PDF](#) [Detecting Poisoning Attacks on Hierarchical Malware Classification Systems](#), Dan P. Gurainik, Bill Moran, Ali Pezeshki, and Omur Arslan

Papers from 2016

[PDF](#) [Clustering-Based Robot Navigation and Control](#), Omur Arslan

[PDF](#) [Coordinated Robot Navigation via Hierarchical Clustering](#), Omur Arslan, Dan P. Gurainik, and Daniel E. Koditschek

[PDF](#) [Clustering-Based Robot Navigation and Control](#), Omur Arslan, Dan P. Gurainik, and Daniel E. Koditschek

[PDF](#) [Exact Robot Navigation Using Power Diagrams](#), Omur Arslan and Daniel E. Koditschek

[PDF](#) [On the Optimality of Napoleon Triangles](#), Omur Arslan and Daniel E. Koditschek

[PDF](#) [Voronoi-Based Coverage Control of Heterogeneous Disk-Shaped Robots](#), Omur Arslan and Daniel E. Koditschek

Step 5: Student uploads VoRs, communicates results with faculty member

Publisher no response follow up

Last updated: 6 months ago by [Kenny W.](#)

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]: kenwhi@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

Date requested	CV Length (# of Wo)	Date completed	Days to complete	Date for next contact	Date for update
2-2-17	114	3-15-17	43	6-15-17	3-15-18
2-7-17	94	4-9-17	62	7-9-17	4-9-18
2-6-17	28	2017-05-17	101	8-17-17	5-17-18
4-8-17	235		In progress		
2-7-17	116	2017-04-25	78	7-25-17	4-25-18
2017-02-09	24	2017-05-15	96	8-15-17	5-15-18
2017-02-22	100	2017-05-22	90	8-22-17	5-22-18
2017-03-01	85	2017-05-31	90	8-31-17	5-31-18
2017-03-17	30	2017-05-26	69	8-26-17	5-26-18
2017-03-27	191	2017-05-26	59	8-26-17	5-26-18
2017-05-22	20	2017-05-31	9	8-31-17	5-31-18
2017-06-13	14	2017-06-14	1	9-14-17	6-14-18
2017-06-23	57	2017-06-30	7	9-30-17	6-30-18
2017-06-29			In progress		
2017-07-03	59		In progress		
2017-07-11			In progress		

**Building Up
& Out**

Welcome to the Publisher Policy Database

View Edit Delete

The Publisher Policy Database is a growing database of information about journal publishers and their permissions policies specifically. Soft-launched in Spring 2016 and still under active construction, the Publisher Policy Database is designed to capture journal publisher policies about 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

pubpolicy.library.upenn.edu

Elsevier

View Edit Delete

Publisher Homepage

<https://www.elsevier.com/>

Embargo

Postprint: Varies 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

Journal Specific Embargo Periods 2016: https://www.elsevier.com/___data/assets/pdf_file/0005/78476/external-embargo-list.pdf

Journals published by Elsevier:

[Addictive Behaviors](#)

[Advances in Life Course Research](#)

[Advances in Quantum Chemistry](#)

[Alzheimer's & Dementia](#)

[American Journal of Geriatric Psychiatry, The](#)

[Biophysical Journal](#)

[Brain Stimulation](#)

[CHEST Journal](#)

Last updated: Wed, 10/05/2016 - 16:41

Is this information out-of-date?
[Request an Update.](#)

Publisher Policy Database (under development)

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



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Adapting & Implementing

bit.ly/dc-glug-sc

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



Image: [Gabriel Saldana](#) via CC BY-SA 2.0 license

Thanks!

Sarah (**swipp@upenn.edu**)

Kenny (**kenwhi@upenn.edu**)

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