Lehigh Valley Health Network LVHN Scholarly Works

Department of Education

A Community Hospital Institutional Repository: Streamlining the Poster Workflow

Kristine A. Petre MLS, CM, AHIP Lehigh Valley Health Network, kristine_a.petre@lvhn.org

Carol Varma BS Lehigh Valley Health Network, Carol. Varma@lvhn.org

Follow this and additional works at: http://scholarlyworks.lvhn.org/education



Part of the Education Commons, and the Medical Education Commons

Published In/Presented At

Petre, K., Varma, C. (2015, May 15-20). A Community Hospital Institutional Repository: Streamlining the Poster Workflow. Poster session presented at the Medical Library Association Annual Meeting and Exhibition, Austin, TX.

This Poster is brought to you for free and open access by LVHN Scholarly Works. It has been accepted for inclusion in LVHN Scholarly Works by an authorized administrator. For more information, please contact LibraryServices@lvhn.org.

A Community Hospital Institutional Repository: Streamlining the Poster Workflow

Kristine Petre, MLS, AHIP, CM, and Carol Varma, BS Lehigh Valley Health Network, Allentown, PA

Objectives:

Implementation of an Institutional Repository in a community hospital can be an exhausting process to select, get buy-in, and launch the system. Throughout the project there are opportunities to learn about current organization processes and ways to streamline them. Library staff and Marketing streamlined the process to capture poster presentation metadata prior to uploading the posters to the repository.

Methods:

Three years ago, the library staff began a networkwide initiative to select and implement an institutional repository. In October 2012, we launched our repository. One of our goals was to highlight scholarly work done by colleagues and make our institution more visible. Uploading posters is very important to us because once presented to a limited conference audience, they are often never seen again. To upload the posters, we received the poster PDF files from our Marketing department. The files were very easy to upload, however getting the metadata to catalog the posters was not so simple. We rarely knew where and when the poster was presented and sometimes we didn't even have the author information. Some of the posters prior to 2014 still cannot be uploaded into Scholarly Works because we have no way to track down the metadata.

LVHN Poster Request Form

Lehigh Valley Health Network	Image 1.
LVHN Poster & Presentation Creation Policy LVHN Poster Production Process	LVHN Poster Request Form. Electronic questionnaire to be completed
oster title	by author(s) requesting poster. Questionnaire must be completed prior to design of poster to insure information
ead author of poster Name	is secured for the Scholarly Works Repository.
Email	
Phone number Computer User ID (i.e. b1234)	
Computer Oser ID (i.e. B1254)	
dditional authors	
ontact person for corporate credit card holder who will pay for the poster	
ate of conference	
lease enter the LAST FULL day you're available to pick up the poster prior to the conference	
ocation of conference (city, state, country)	
	lmaga 2
ame of conference/event and organization that is hosting the conference	Image 2.
_	Completed Form.
▼	Copy automatically emailed to
ize requirements for poster as established by the conference organization. onferences have different sizes and orientations and these can change yearly depending on conference hall.	Marketing for poster design.
	Recipient Data:
rientation	Time Finished: 2015-01-13 10:21:53 IP: 192.234.106.2 ResponseID: R_7ONTeTguv5PBd3L
○ Vertical	Link to View Results: Click Here URL to View Results: https://lvhn.col.qualtrics.com/CP/Report.php?SID=SV_cJjumHzMJTAJRgV&R=R_7ONTeTguv5PBd3L
Morizontal	Response Summary: Poster title
rint Option	A Community Hospital Institutional Repository: Streamlining the Poster Workflow Lead author of poster Name Kristine Petre
Option A	Email Kristine_a.petre Phone number 610-402-8408 Computer User ID (i.e. b1234) e1176
Printing to be handled by Carol Varma with approved digital file sent to an approved network print company.	Additional authors Carol Varma, BS
Option B Print process is total responsibility of author. Once the digital file has been approved, a high resolution	Contact person for corporate credit card holder who will pay for the poster Kris Petre
PDF will be created and instructions for access to the PDF will be emailed to the author.	Date of conference May 15-20
	Please enter the LAST FULL day you're available to pick up the poster prior to the conference 5/11/15
a PDF version of your poster/presentation is needed prior to the actual conference date, when is it needed?	Location of conference (city, state, country) Austin, TX Name of conference/event and organization that is hosting the conference
	Medical Library Association Annual Meeting and Exhibition Size requirements for poster as established by the conference organization. Conferences have different sizes and orientations and these can change yearly depending on conference hall.
dditional contact person	cork board measures 8 feet (2.4 meters) wide by 4 feet (1.2 meters) high and will be available for all poster presenters. There is a border around the cork board that is about 1.5 inches (3.8 centimeters) wide Orientation
	Herizontal Print Option
accordance with the LVHN Poster & Presentation Creation Policy, you have verified that you are correliant	Option A Printing to be handled by Carol Varma with approved digital file sent to an approved network print company. If a PDF version of your poster/presentation is needed prior to the actual conference date, when is it needed? 4/24/15
n accordance with the <u>LVHN Poster & Presentation Creation Policy</u> , you have verified that you are compliant rith:	In accordance with the LVHN Poster & Presentation Creation Policy, you have verified that you are compliant with: HIPAA
HIPAA HITECH Act	HITECH Act Copyright Law FERPA
Copyright Law	
FERPA	
you are a resident or student, list the attending that approved this submission	

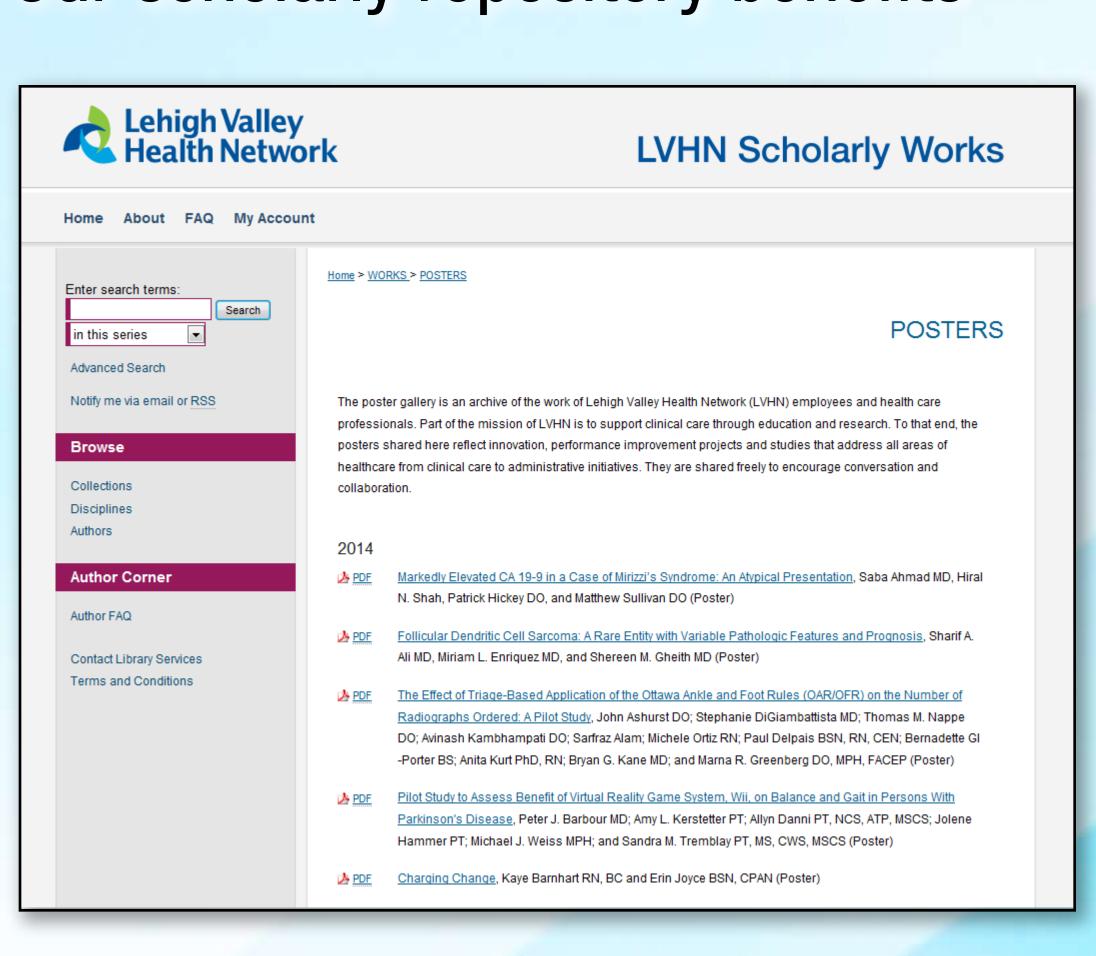
Results:

In January 2014, the Library staff created a poster request form for Marketing. The requestor is required to complete conference and presenter details, and additional metadata. To date, over 150 poster requests have been submitted. In July 2014, the library staff received the first batch of poster files from Marketing for uploading using the new request process. We were able to upload all 133 posters for 2014 with complete metadata records. Marketing also appreciates that the request forms have saved time for both departments.

Conclusions:

Implementation projects can create new processes, streamline workflows, and save staff time. Our scholarly repository benefits

our institution in many ways.
Currently we have over 4,400 records in Scholarly Works that are now available for the world to see. With full text searching, department tracking, and other features, we have been able to increase efficiency throughout the network.



© 2015 Lehigh Valley Health Network

A PASSION FOR BETTER MEDICINE."



Magnet™ Since

610-402-CARE LVHN.org

