

## Library Publishing Workflows

### Claremont Colleges Library Workflow Packet

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This packet documents journal publishing workflows at Claremont Colleges Library as of October 2021. A workflow tracks the path to publication of a single journal article or issue from the library's perspective. Workflows are always changing, so this documentation represents a snapshot of what the publishing process looked like at the time of release. This packet contains the following elements:

#### Program Profile

A brief description of the library publishing program to provide context for the workflow.

#### Workflow Diagram

A graphic representation of the major workflow steps that shows the path(s) that a journal issue or article will follow, starting with the moment the library first engages with it, through to the end of active library work.

#### Detailed Workflow

A document that provides a more in-depth description of each of the documented workflows, including more details and contingencies for each step, information about what occurs before the library encounters the article or issue, and the staff and partners involved in the journal publishing workflow.

#### About Library Publishing Workflows

*[Library Publishing Workflows](#) (2019-2022) is a project to investigate, synchronize, and model a range of library publishing workflows. Library Publishing Coalition and Educopia Institute are working with 12 partner libraries to document these processes, with the goal of increasing the capacity of libraries to publish open access, peer-reviewed, scholarly journals. We hope the resulting workflow documentation will be an essential resource for library publishers in creating or evolving their own workflows, and will allow for peer learning and cross-comparison. This project was made possible in part by the Institute of Museum and Library Services [LG-36-19-0133-19](#).*

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## Claremont Colleges Library

### Publishing Program Profile

#### Library Publishing Directory entry

<https://librarypublishing.org/directory/the-claremont-colleges-2021/>

#### Publishing program website

<https://library.claremont.edu/scholarly-communication/3>

#### Technologies used

- Digital Commons
- Pressbooks.edu

#### Publishing program mission statement or brief description of goals:

Publishing your work, addressing your author rights, advancing Open Education

Our mission is to help The Claremont Colleges (TCC) Faculty, Staff, and Students with the presentation of scholarly work in an open way. The Library offers services and consultations that promote, educate, and provide expertise regarding openness of TCC research, scholarship, teaching materials and other creative scholarly works. The Library provides a platform for open journals, conferences and conference proceedings, scholarly materials of research groups and individuals, theses & dissertations and more. The Open Education Initiative provides support for faculty seeking to transform their courses to an open, flexible pedagogy based on open educational materials. The staff provide consultations on how to retain author rights, how to license their works, and how to negotiate with publishers regarding their scholarly works.

## **Number of journals published**

- 11 journals

## **Program staffing**

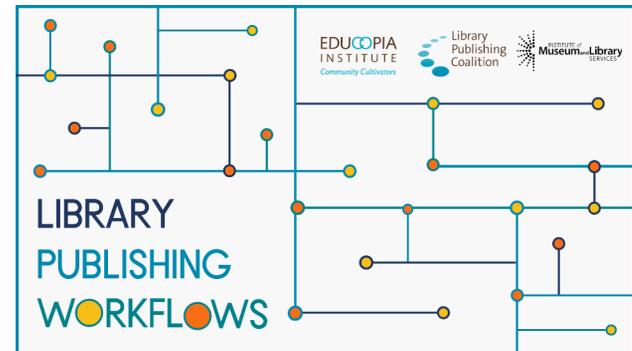
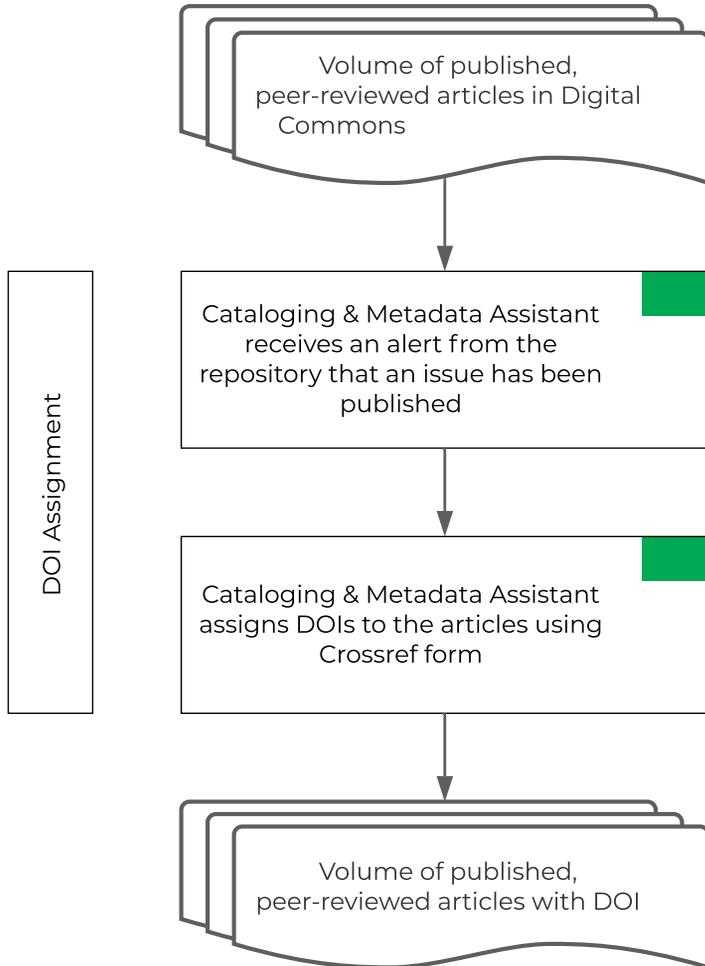
- 1 FTE Librarian Position

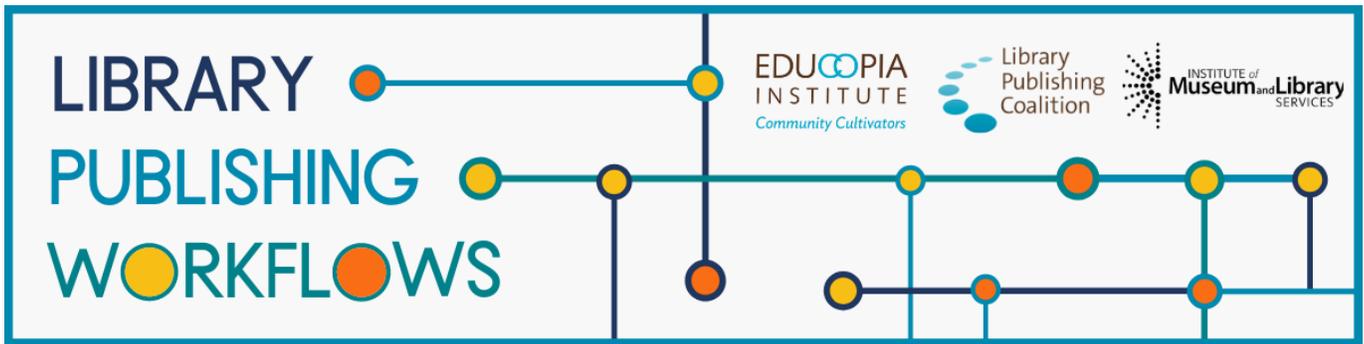
## **Additional journal publishing support represented in the workflows**

- On boarding, technical support, language for journals, File for ISSN, and DOIs (Crossref)

# Claremont Colleges Library

## CODEE Journal Publishing Workflow Diagram





## Claremont Colleges Library

### Detailed Workflow: CODEE (Community of Ordinary Differential Equations Educators) Workflow

Basic piece of content = volume

#### Stages

1. DOI Assignment

#### Staff

Jennifer Beamer - Scholarly Communications Librarian

Yeisi Ileczo - Digital Technologies Coordinator

Elizabeth Richey - Original Cataloging and Metadata Librarian

Deborah McVeigh - Cataloging & Metadata Assistant

#### Partners

Editors

#### Prior to starting point:

- Library may provide technical support or guidance to editors on using Digital Commons or on the editing process
  - Library staff serve as middle person between Digital Commons support and journal editors
  - Usually only occurs when editors change

**Starting point:** published, peer-reviewed articles (PDF) with metadata in Digital Commons

**Ending point:** published, peer-reviewed articles (PDF) with metadata and DOI in Digital Commons

## DOI Assignment

- Cataloging & Metadata Assistant gets an alert from the repository when an issue has been published
- Cataloging & Metadata Assistant uses the CrossRef form to assign DOIs to the articles