Research outputs checking process

Overview
This document outlines the process by which publications added to PURE are made visible on the York Research Database (YRD) after checking by Library staff. This process is important not just in terms of information quality but also for the next Research Excellence Framework (REF) exercise; for publications to be eligible for REF, they are required to be open access from the point of acceptance for publication. The University also has requirements for open access from many of its funders and publishers.

Previously, all research output content was made visible on the YRD at the point of addition to PURE unless the visibility of the record was set other than to ‘Public’ by the user. This was intended as a temporary measure at the point of PURE implementation because limited resource was available for checking publication records. The intention has always been to implement a ‘checking’ workflow to ensure information quality, REF preparedness and compliance. The current document describes how this process works.

Process
The records processing team are located in the Library (lib-pure-editors@york.ac.uk) and are responsible for checking publications in a set order based on the following criteria:

Priority 1: Journal articles and conference proceeding papers that fall under the REF Open Access policy. The policy was introduced for these types of output which are accepted for publication after 1st April 2016. The output must be deposited as soon after point of acceptance as possible, and no later than 3 months after this date [this has been extended to 3 months after date of publication for 1 April 2016 - 1 April 2018]. Full details of Open Access and the next REF are available on the University Library webpages.

The checking covers the following publication statuses, where the associated dates are from 2016 onward:
- Accepted/In press
- E-pub ahead of print
- Published
- Unpublished

The team check that the visibility is set to 'Public' and the workflow status at the bottom of the screen is 'Entry completed by user'. Anything marked 'In preparation' or ‘Submitted’ is not checked.

Priority 2: Journal articles and conference proceeding papers with dates prior to 2016 with a file attached, as the library are responsible for copyright checking before the records are made publicly visible.

Priority 3: Other output types (except non-textual and patents) with a file attached will be checked next.

Priority 4: Other outputs (except non-textual and patents) without files attached which have a published status dated from 2014-2015. This covers the current REF period for outputs which aren't already checked under the REF OA Policy.
Priority 5: Published outputs with publication dates prior to 2014 where the visibility is set to 'Public' and the workflow status of 'Entry completed by user' will be validated in bulk. These are not part of the current REF period and will not be checked manually.

Questions

Q: How do I get my output displayed in the YRD if it is not one of the above priorities?

A: The checks will be completed as soon as possible. If there is a pressing need for an output to appear in the YRD sooner, users can request that the record be checked more quickly by adding a comment in the History and Comments section of the record and ticking the box labelled ‘Library Pure Editors’. This will trigger an email to the relevant team. To contact the team by email directly, their address is lib-pure-editors@york.ac.uk.

Q: Can I still use ‘In preparation’ or ‘Submitted’ statuses?

A: Records marked ‘In preparation’ or ‘Submitted’ are not checked so would remain visible in PURE only and not in the public version (YRD). This is to protect researchers who have added records that are in the very early stages and are not for public view.

The ‘Accepted/in press’ option may be more relevant than ‘In preparation’ or ‘Submitted’ if the author has a publishing contract and the research output much closer to being published than just an initial concept or in a sensitive area. This would enable the output to pass through the checking process and be made visible in the YRD, subject to the Public visibility status being unchanged.

Alternatively, the Library team can be contacted to validate an ‘In preparation’ or ‘Submitted’ record manually.