

Meaghan B. Corbett, MLIS, Acquisitions & Resource Sharing Librarian, and Christopher D. Cook, MLIS, Collection Content Organization Librarian,  
Himmelfarb Health Sciences Library, The George Washington University, Washington, DC  
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## ABSTRACT

In October 2013, George Washington University's School of Public Health and Health Services (now the Milken Institute School of Public Health) approached the Himmelfarb Health Sciences Library about moving a large collection of Health Policy Department publications and citations from the school's website into the Health Sciences Research Commons (HSRC) institutional repository. After a project planning meeting with the school's representative, library staff began uploading documents and citations from the collection. Working from a spreadsheet and file set provided by the school, library staff processed 604 citations (including 319 full-text files) dating back to 1996. Despite some problem files and citations, the majority were added to HSRC between November 2013 and April 2014. The successful completion of this project led to increased exposure of faculty research through standardized metadata, search engine optimization, and inclusion of research in the Digital Commons Network. Additionally, the establishment of new partnerships between the library and the public health school opened the door to future scholarly communications collaborations.

## INITIAL CONTACT



October 4, 2013 – Initial contact from Director of Digital Strategy at George Washington University's School of Public Health and Health Services (now Milken Institute School of Public Health)



October 10, 2013 – Himmelfarb Library staff met with Director of Digital Strategy to assess Health Policy Department's digital archiving needs; after meeting and follow-up correspondence, Himmelfarb Library staff began to plan project

## PLANNING

- Evaluated HSRC keyword scheme (MeSH) vs. Health Policy Department's existing keyword scheme
  - MeSH is a widely-used and authoritative keyword scheme and used throughout HSRC
  - Health Policy Department wanted to keep its keywords to mirror the search functions of its database
  - Decision: For entries that were indexed in PubMed with MeSH, both sets of keywords were included
- Assessed existing metadata fields in HSRC for adequacy in describing Health Policy Department publications
  - Added new Document Type ("transcript") for use with congressional testimonies
  - Opted to use existing Document Type ("report") for use with issue briefs
- Planned organizational structure of Health Policy series and sub-series in HSRC to mirror Health Policy Department structure (see Organization below)
- Division of labor: Uploading of documents to be divided between two staff members (see Processing below)
- Agreed on timeline and target completion date

## ORGANIZATION

Health Sciences Research Commons is arranged hierarchically to reflect the organizational structure of the three GW health schools and medical library. The Health Policy Department series was added under the Milken Institute School of Public Health collection with sub-series as follows:

## ORGANIZATION (CONTINUED)

- Center for Health Care Quality
- Center for Health Policy Research
- Geiger Gibson/RCHN Community Health Foundation Research Collaborative
- Health Policy Congressional Testimonies
- Health Policy Faculty Posters and Presentations
- Health Policy Faculty Publications
- Health Policy Issue Briefs
- Health Workforce Research Center
  - Health Workforce Speaker Series

All series were tagged with the discipline "Health Policy" so that they would appear in the larger Health Policy series in the Digital Commons Network, a meta-repository that contains full-text content from all Digital Commons users that have tagged their works with that discipline.

## PROCESSING

- All citations delivered on spreadsheet; full-text files delivered via Google Drive
- Collections & ILL Coordinator responsible for uploading faculty publications (chiefly journal articles) following established metadata entry procedures for those document types (reports, congressional testimonies, issue briefs, etc.)
- Collection Content Organization Librarian uploaded all other document types

Issues encountered during processing:

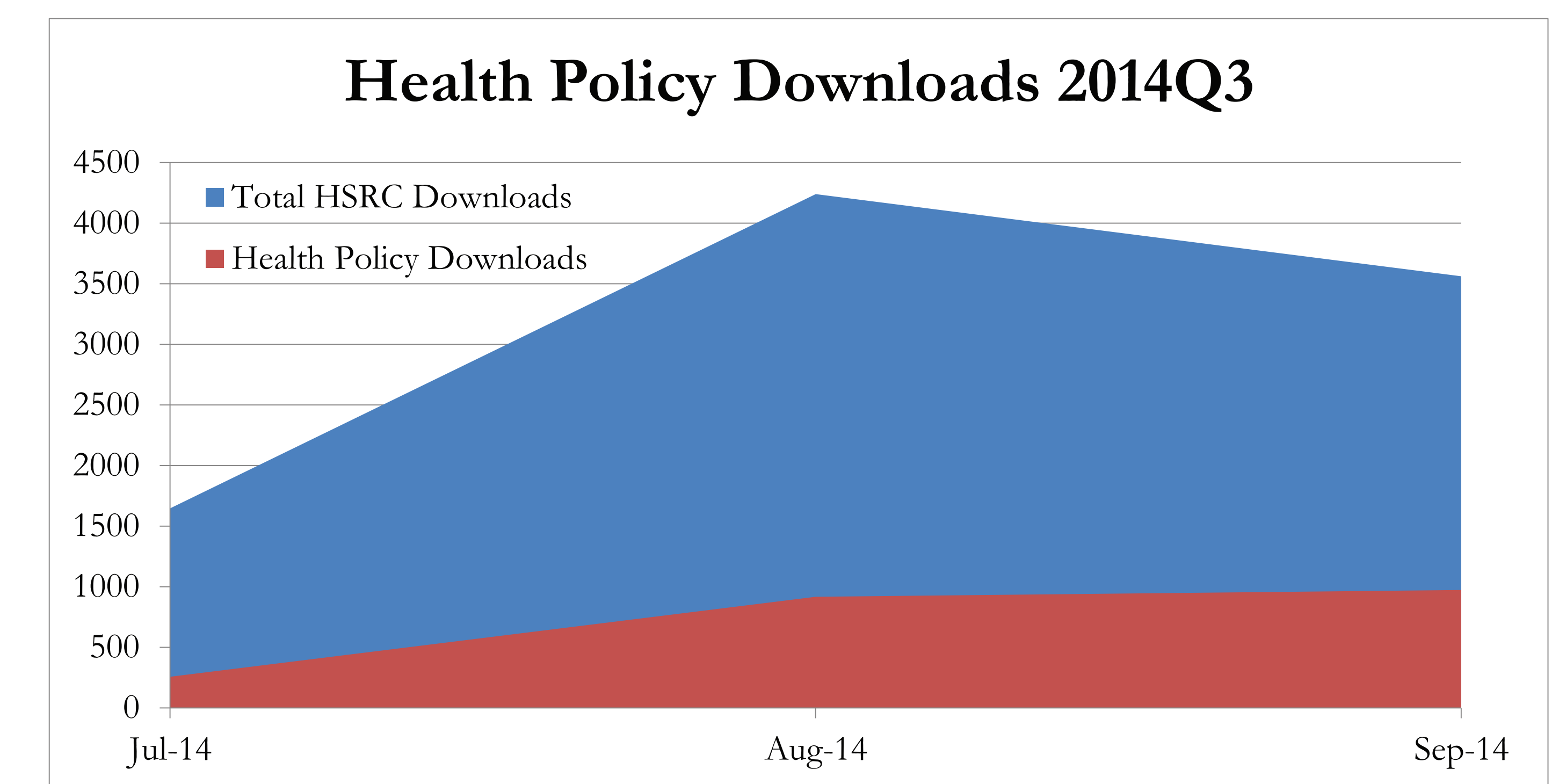
- Metadata differences between Health Policy website and HSRC
- Difficulty tracking down older publications, for example blog posts, some of which could no longer be located
- Some articles in the collection were written by faculty who were not affiliated with the George Washington University at time of publication; per policy these were not added
- Some of the supplied citations were too imprecise to be useable or were ghost publications (could not be located or verified)

## USAGE

Shortly after the upload project was completed, publications from the Health Policy Department rose to the top of HSRC's download counts where they have remained. Full-text publications from this project are also featured in the Digital Commons Network's Health Policy Commons meta-repository and GW authors are among the most popular authors there.

As an illustration of usage, during the third quarter of 2014 Health Policy Department publications were downloaded 2,150 times which is by far the most out of any individual series in HSRC. Health Policy publications accounted for 23% of overall downloads in that quarter.

## USAGE (CONTINUED)



## Top Five Most Downloaded Health Policy Department Publications (as of September 2014)

432 D/L	Trott, J., West, C., Shah, P., & Regenstein, M. (2008). <i>Building a high-quality language services program toolkit</i> . Princeton, NJ: Robert Wood Johnson Foundation. <a href="http://hsrc.himmelfarb.gwu.edu/sphhs_policy_facpubs/600/">http://hsrc.himmelfarb.gwu.edu/sphhs_policy_facpubs/600/</a>
334 D/L	Vernon, J. A., Trujillo, A., Rosenbaum, S., & DeBuono, B. (2007). <i>Low health literacy: Implications for national health policy</i> . Washington, DC: Department of Health Policy, School of Public Health and Health Services, The George Washington University. <a href="http://hsrc.himmelfarb.gwu.edu/sphhs_policy_facpubs/172/">http://hsrc.himmelfarb.gwu.edu/sphhs_policy_facpubs/172/</a>
315 D/L	Ku, Leighton C. (2013). <i>Comprehensive immigration reform and health care: CBO's analysis of S. 744</i> . Washington, DC: Department of Health Policy, School of Public Health and Health Services, The George Washington University. <a href="http://hsrc.himmelfarb.gwu.edu/sphhs_policy_briefs/3/">http://hsrc.himmelfarb.gwu.edu/sphhs_policy_briefs/3/</a>
245 D/L	Taylor, M. R., & Batz, M. B. (2008). <i>Harnessing knowledge to ensure food safety: Opportunities to improve the nation's food safety information infrastructure</i> (FSRC report 08-01). Gainesville, FL: Food Safety Research Consortium; Washington, DC: School of Public Health and Health Services, The George Washington University. <a href="http://hsrc.himmelfarb.gwu.edu/sphhs_policy_facpubs/477/">http://hsrc.himmelfarb.gwu.edu/sphhs_policy_facpubs/477/</a>
228 D/L	Lopert, R., Rosenbaum, S. (2007). What is fair? Choice, fairness, and transparency in access to prescription medicines in the United States and Australia. <i>Journal of Law, Medicine and Ethics</i> , 35(4), 643-656. <a href="http://hsrc.himmelfarb.gwu.edu/sphhs_policy_facpubs/338/">http://hsrc.himmelfarb.gwu.edu/sphhs_policy_facpubs/338/</a>

## OUTCOME

Overall the project was a major success resulting in several positive outcomes for both Himmelfarb Library and the GW Health Policy Department:

- Increased exposure of faculty research by way of a repository platform that links research to the larger scholarly communication web and uses Google optimization and uniform metadata
- New methods of tracking exposure and reach of Health Policy publications
- Opened way to future collaborations between public health school and library in showcasing faculty research

**600+**  
CITATIONS MIGRATED

