E. Review and Removing Records in the Live IR

To access your review queue, clock on Review in the top taskbar.

The Review is confirming that all of the step in the Details, Subject and Custom sections of the records creation page were created.

See Notes below

Go to the D. Processing IR workflow records into the Live IR page for specific instructions for each page if necessary, then return to this page for the final record check

Final Check

1. Review CSHL Communities and insure all appropriate communities (i.e. P. I.’s) have been selected
2. Review Keywords for correct format (e.g. gene names)
3. Review Subjects and add appropriate subjects
4. Review CSHL Authors to insure that all authors (and the correct names of the authors) have been selected
5. Check URL’s, DOI’s and PMCID’s to confirm that they are live. To check that the links are live, click Next after Custom. This will bring you to the Depositing window and a view of the top level record.

   • You can check all the links (URL’s DOI’s PMCID’s etc) here to confirm that they are live as shown in the circled URL and DOI below See Note on URLs below for details
   • To modify the record, or to get more details click on the Details tab
   • To deposit the record in the live IR click on Move to Repository
   • You can also return the record for review by clicking on Return Item (with notification) or delete the record by clicking on Remove item (with notification).

   • To permanently remove the record from the IR Click on Remove item (with notification). This will delete the item and generate an email to the user who uploaded the item based on the email address in their account.

When you finish a C.V. please go to the P.I. C.V file in IR Authority Names and Copyright policies spreadsheet and put your name in the End Note Library Complete column next to the C.V. you just completed.

G:\Institutional Repository Documentation\DR Info\Authority names Copyright Policies and P.I. C.V. spreadsheet
If the Record was uploaded from the **AP Database Master EndNote library**, open the record in EndNote and add the date you uploaded into the Live IR to the **EPR Export field**.

**Note on URL(s)**

1. **a.** Check the URL to conform that it leads to at least a database record.
   
   i. The best URL is directly to the document itself
   
   ii. The second best is to the document within the publisher or journal site
   
   iii. The third best is to the database record (i.e. Scopus or PubMed).

2. **b.** Always populate the URL field with Scopus URL’s whenever available. Scopus provides the best access, metadata, links to full text and other services.

3. **c.** Do not use ISI Web of Science links unless this is the only database that provides a record. If you must use ISI then obtain the WOS accession number, copy the part of the number after the WOS: leader and paste it into the following link by replacing the accession number in the link (the red part) with the accession number for your article:

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   So the WOS accession number was, **WOS:A1991GR30900097**. I copied the **A1991GR30900097** part and pasted it into the red part of the URL.

**Removing Records from the Live IR.**

Administrators have the option of removing any record from the IR as well as returning it for review and other options. It is standard IR policy that any record can be removed at any time due to Copyright infringement. This is known as the **Take Down Policy**.

To remove a Live IR record, move it to review or modify it, bring up the live record in the IR and click on **View Item** at the bottom of the record:

This will bring up a page that will allow you to **Retire**, **Move to Review** or **Remove** the record and its contents. Removing the record permanently deletes it from the IR. Clicking on **Details** will allow you to modify any field in the record.

**Back to Processing IR Workflow records into the Live IR page**

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