

Let's Git Creative

Using GitLab to Improve the Institutional Repository Workflow at the University of North Texas

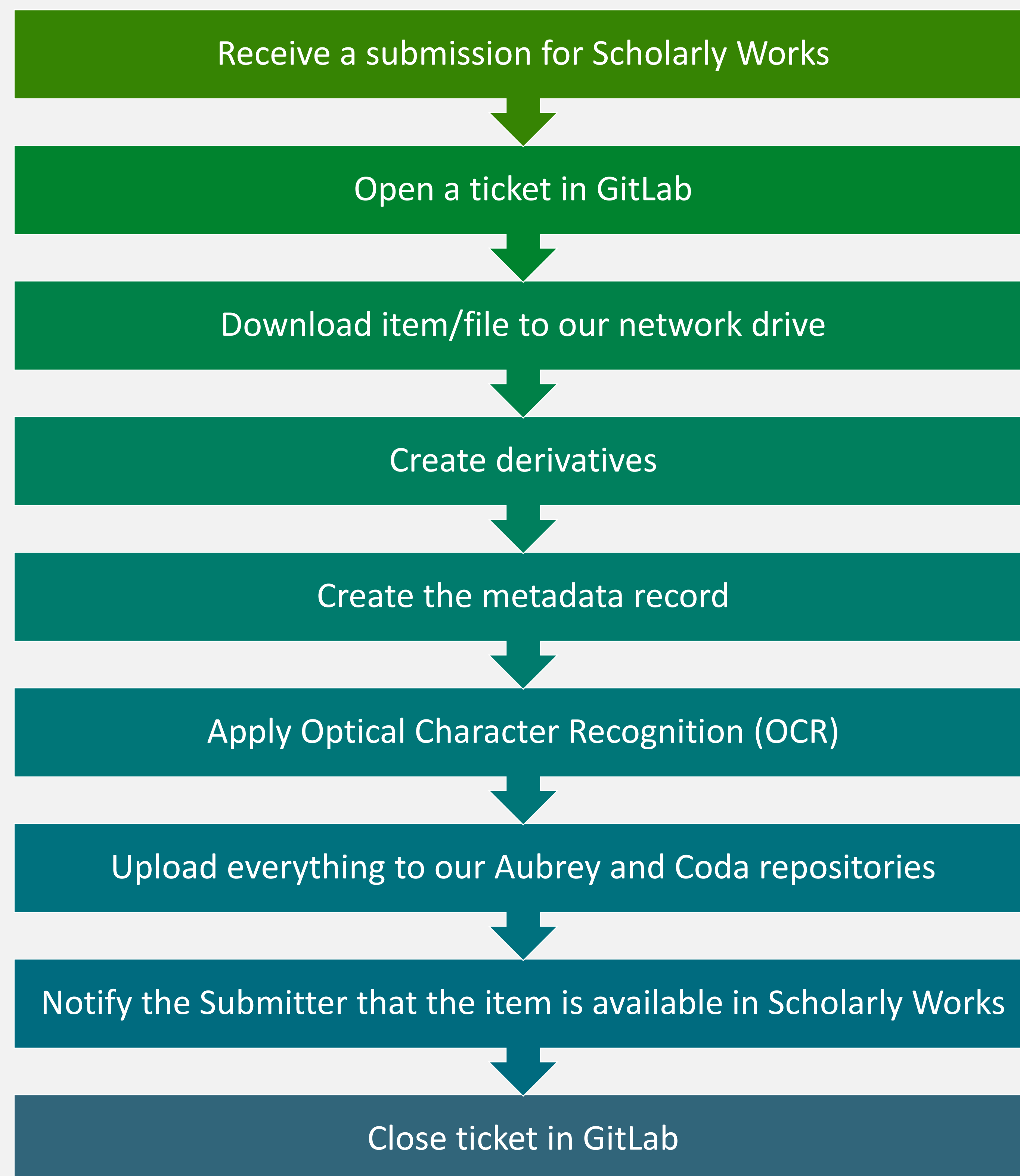
Whitney Johnson-Freeman
whitney.freeman@unt.edu

Background

The University of North Texas (UNT) Libraries' institutional repository (IR), UNT Scholarly Works, recently underwent a workflow review. We needed to be able to track and communicate priorities for items going into the IR. GitLab provided a simple, cost-effective solution that complimented many of our other processes.

GitLab was already being used by the software development team in the UNT Digital Libraries, and with a little creativity, it's become a valuable tool for the repository team as well. Primarily, we've transformed the issues component of GitLab into a ticket system for our submissions.

Updated Workflow



Issues Overview

Unique Title 2021-02-12_JohnsonFreeman_Whitney

Processing Checklist

- Download to P Drive
- Create Derivatives
- Create Metadata
- Upload
- Email Submitter with ARK

Submitter's Email

From Submission Email:

Name needs to be added to Name App

Print page and remove headers/footers to make it look more like a pdf.

CC-BY

Notes

History

- Whitney Johnson-Freeman @wjfreeman removed **Text** label about 23 hours ago
- Whitney Johnson-Freeman @wjfreeman added **Text** label about 23 hours ago
- Whitney Johnson-Freeman @wjfreeman assigned to @wjfreeman about 23 hours ago
- Whitney Johnson-Freeman @wjfreeman changed title from 2021-02-12_Freeman_Whitney to 2021-02-12_JohnsonFreeman_Whitney about 23 hours ago
- Whitney Johnson-Freeman @wjfreeman changed the description about 23 hours ago

Comments

Whitney Johnson-Freeman @wjfreeman commented about 23 hours ago

Check name structure for all authors.

Assignee Whitney Johnson-Freeman @wjfreeman

Milestones None

Time Tracking No estimate or time spent

Due Dates No due date

Labels Submission, Text

Key Components

- **Unique Title:** Our issue titles are also used as folder names in our network drive.
- **Processing Checklist (Template):** Each submission type has a unique checklist
- **Submitter's Email:** Most of our submissions arrive via email.
- **Notes:** Include any comments from the submitter or publisher requirements.
- **Labels:** Labels help organize the issues. We label by submission and item types.
- **History:** GitLab tracks all changes with the username, date, and time.
- **Comments:** Add comments to document any problems or special considerations for an item or include a team member's name to send them a notification.
- **Assignee:** Assign someone to the issue or change the assignee to notify them that the item is ready for them to process.
- **Milestones/Time Tracking/Due Dates:** Selection of tools for monitoring the progress of an item to keep things on track.

Templates

Our Templates So Far:

- Data Management Plans
- Item Replacement/Correction
- Project
- Submission

Labels

Customize them to fit your needs.

Tips & Tools

- Try new things. You can change it later if it doesn't work.
- Find ways to connect to other systems to help with tracking.
- GitLab has documentation available to help: <https://docs.gitlab.com/ee/README.html>
- Brush up on your markdown language: <https://www.markdownguide.org/cheat-sheet/>

Results

- Great for remote work
- Keeps large projects on track
- Prevents submissions from being overlooked or "lost"
- Visualizes the variety and number of submissions
- Helps document unique situations

References

Johnson-Freeman, W. R., Phillips, M. E., & Phillips, K. K. (2021). Managing an institutional repository workflow with GitLab and a folder-based deposit system. *Code4Lib*, 50. <https://journal.code4lib.org/articles/15650>