

**Minting DOI Numbers for NOAA Publications
Standard Operating Procedures (SOP)**
(Draft as of November 2, 2016)

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I. Purpose

To assure long-term sustainability and access to NOAA electronic documents, the NOAA Central Library (NCL) will mint Digital Object Identifiers (DOIs) for NOAA publications and documents. This document lists the mandates for creating Digital Object Identifiers (DOIs) for NOAA publications and documents and describes the procedures the NOAA Central Library will use to create these DOIs.

II. Mandates

The DOI minting process is part of requirements stated in the NOAA Plan for Increasing Public Access to Research Results (NOAA PARR Plan) (<http://dx.doi.org/10.7289/V5F47M2H>), and the Public Access Policy for Scholarly Publications (NOAA Publications Policy) (<http://dx.doi.org/10.7289/V5R78C6M>), issued as a memorandum to all NOAA line offices by the NOAA Chief Scientist, and effective as of October 1, 2015.

The *Publications Policy* mandates that the NOAA Central Library mint DOIs for a specific list of documents issued by NOAA in formal and informal series and submitted to the Library for inclusion in the NOAA Institutional Repository. The mandated series are:

- NOAA Professional Papers
- NOAA Atlases
- NOAA Technical Reports
- NOAA Technical Memorandums

The Library may agree to mint DOIs for other NOAA-produced publications and documents upon the request of the issuing office. The Library has minted DOIs for a number of such documents, including, but not limited to:

- Data Reports
- Cruise reports
- NOAA journals, newsletters, brochures, etc.
- Other series produced by NOAA
- Other digital items issued by NOAA offices, including videos, audios, and maps

III. Procedures

The NOAA Central Library metadata staff:

1. Receives a final version of a PDF document from the NOAA author, office publication editor, or office publication submitter and places a copy of the document in the appropriate subdirectory in the Library's staging area (<http://docs.lib.noaa.gov>)

2. Creates a Digital Object Identifier (DOI) for the document in the EZID system (<http://ezid.cdlib.org>).

To mint the DOI metadata, library staff use the Advanced metadata tab and complete the form using the following DataCite fields:

- a. Location (URL) This will reflect the current location of the content file. Initially, this URL will point to the staging area. After ingest, the library staff will change to point to the Repository URL.
- b. Creator(s) (include ORCID ID(s) when applicable)
- c. Title
- d. Publisher
- e. Publication year
- f. Abstract
- g. Subject (LCSH) (limited to one)
- h. Date (issued)
- i. Resource Type (usually Text)
- j. Alternate Identifier (usually the series information)
- k. Related identifiers (includes DOI for the scientific dataset on which the publication is based, if applicable. Select "DOI" and "Referenced by")
- l. Rights (Public domain)

Some additional optional fields may be used, such as:

- Language (English)
- Format (i.e., PDF)
- Size (i.e., 114 KB)
- Geolocation (i.e., Hawaii)

IV. Predictable or system-generated DOI

- **Predictable DOI**

For all NOAA publications that bear unique series statements and numbers (i.e., technical memoranda, technical report, data reports, etc.), the library staff create a predictable DOI that can be embedded in a publication prior to its submission to the library.

The Library will establish a listing of NOAA series and the format of the DOI that submitters will use to embed the DOI. Essentially, the DOI will consist of the NOAA shoulder (doi:10.7289/V5) with the addition of a remainder/suffix that reflects the series type, NOAA office, and series number. These will generally follow this pattern:

doi:10.7289/V5/[Series abbreviation]-[Office abbreviation]-[number] For example, for the document *NOAA technical memorandum NMFS-AFSC 320*, the submitter uses: doi:10.7289/V5/TM-AFSC-309 (TM = Technical memorandum; AFSC = Alaska Fisheries Science Center; 320 = the unique series number)

Other examples:

NOAA technical memorandum NMFS-SWFSC
(doi:10.7289/V5/TM-SWFSC-563)

NOAA technical memorandum NMFS-NWFSC
(doi:10.7289/V5/TM-NWFSC-130)

NOAA technical memorandum NMFS-PIFSC
(doi:10.7289/V5/TM-PIFSC-54)

NOAA technical memorandum NMFS-OAR-ARL
(doi:10.7289/V5/TM-OAR-ARL-273)

Note: When the predictable DOI is elected, the submitters shall embed the DOI into the document, then send it to the library for metadata creation, archiving, and minting/processing the DOI via the EZID system.

This process allows the Library to receive a completed document that already features its DOI. The Library needs only to complete the EZID metadata and enter the DOI in the metadata record. This saves time and lessens the possibility of error for all involved in the process.

- **System-generated DOI**

For all NOAA series or other documents that do not have both a series name and a series number, the Library will use a system-generated DOI, i.e., one

randomly-generated by the EZID system. These DOIs feature the same initial portion (or shoulder) which will always be doi:10.7289/V5 + a system-generated number. (Example, [doi:10.7289/V58913T2](https://doi.org/10.7289/V58913T2))

For system-generated DOIs, the library staff embeds the minted DOI into the document. The DOI number is usually placed below the series statement (on cover, the title page, and, if applicable, at the end of the document's citation) in font size 8.

When DOI minting process is complete, the library staff sends an email to the submitter with all applicable information.

- Versions/new editions

In cases where a NOAA document or publications is reissued in a form intended to replace an earlier version, the Library edit the DOI metadata to point to the new version. The Library will retain earlier versions in the NOAA Institutional Repository if requested. The Library will include a link from the corrected, newer version to each previously superseded version in the Repository metadata, if needed.

Example:

http://docs.lib.noaa.gov/noaa_documents/NESDIS/NODC/OA_metadata/

(Current version available, same DOI number, [doi:10.7289/V5C24TCK](https://doi.org/10.7289/V5C24TCK))

http://docs.lib.noaa.gov/noaa_documents/NESDIS/NODC/OA_metadata-archive/ (Archival versions available if needed)

V. Securing NOAA document (If elected):

It is advisable to secure all NOAA PDF documents either by the library, using encrypted password, or the authors/editors/submitters. If author prefer to secure his/her document, the library requests the final, secured copy for archiving. The document secured in the library can be publically accessible, its content can be copied, and printed. The document, however, cannot be edited. Library keeps the password safe and document's security can be removed if requested by the author or the document submitter.

Steps to secure the NOAA PDF documents in the library:

Password Security - Settings

Document Open

Require a password to open the document

Document Open Password: Not Rated

No password will be required to open this document.

Permissions

Restrict editing and printing of the document. A password will be required in order to change these permission settings.

Printing Allowed: High Resolution

Changes Allowed: None

Enable copying of text, images, and other content

Enable text access for screen reader devices for the visually impaired

Change Permissions Password: **Strong**

Options

Compatibility: Acrobat 7.0 and later Encryption Level: 128-bit AES

Encrypt all document contents

Encrypt all document contents except metadata (Acrobat 6 and later compatible)

Encrypt only file attachments (Acrobat 7 and later compatible)

All contents of the document will be encrypted and search engines will not be able to access the document's metadata.

Help OK Cancel

Document Properties

Description | **Security** | Fonts | Initial View | Custom | Advanced

Document Security

The document's Security Method restricts what can be done to the document. To remove security restrictions, set the Security Method to No Security.

Security Method: Password Security **Change Settings...**

Can be Opened by: Acrobat 7.0 and later **Show Details...**

All contents of the document are encrypted and search engines cannot access the document's metadata.

Document Restrictions Summary

| | |
|------------------------------------|-------------|
| Printing: | Allowed |
| Changing the Document: | Not Allowed |
| Document Assembly: | Not Allowed |
| Content Copying: | Allowed |
| Content Copying for Accessibility: | Allowed |
| Page Extraction: | Not Allowed |
| Commenting: | Not Allowed |
| Filling of form fields: | Not Allowed |
| Signing: | Not Allowed |
| Creation of Template Pages: | Not Allowed |

Help OK Cancel