ARC NETWORK
A STEM EQUITY BRAIN TRUST

Resource Library

ARC NETWORK 1

CREATE YOUR OWN MENDELEY ACCOUNT 2

MENDELEY ONLINE 2

GETTING INTO SHARED ARC NETWORK LIBRARY 3

NAVIGATING SHARED LIBRARY 3

SEARCHING SHARED LIBRARY 4

ADDING DOCUMENTS – BEST PRACTICES 5

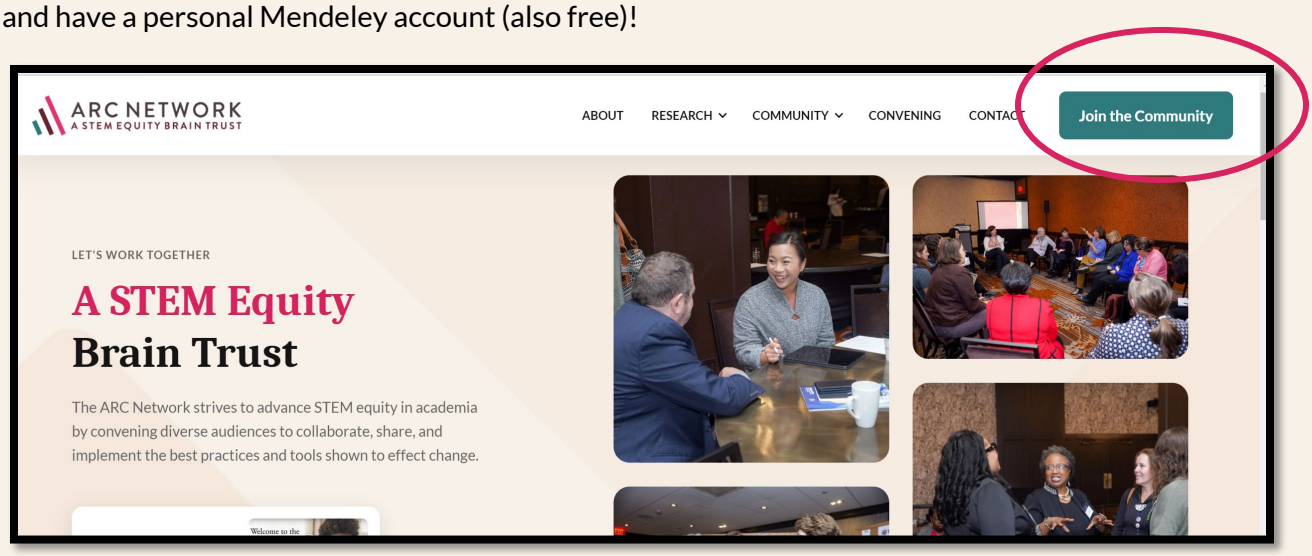
HOW TO: ADDING DOCUMENT TO ARC NETWORK'S MENDELEY LIBRARY 5

DOCUMENT TYPES AND CITATION REQUIREMENTS 5

VISUAL GUIDE: ADDING DOCUMENTS TO MENDELEY SHARED LIBRARY 6

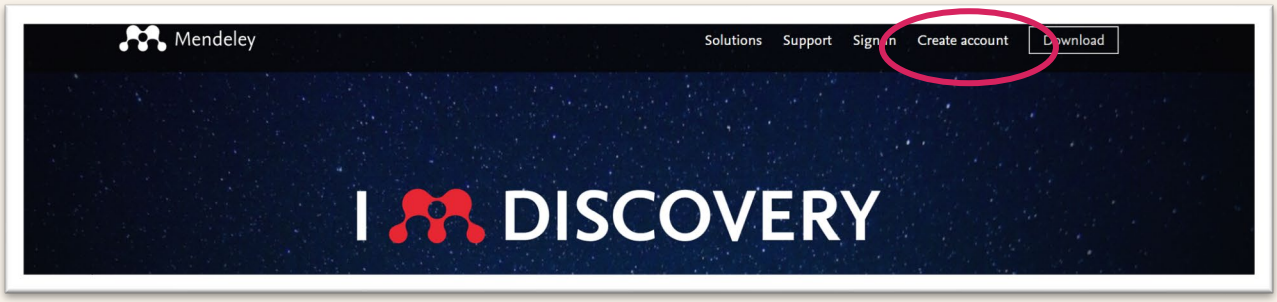
ARC Network

To gain access to the library, you must first join the ARC Network (free!) www.equityinstem.org and have a personal Mendeley account (also free)!



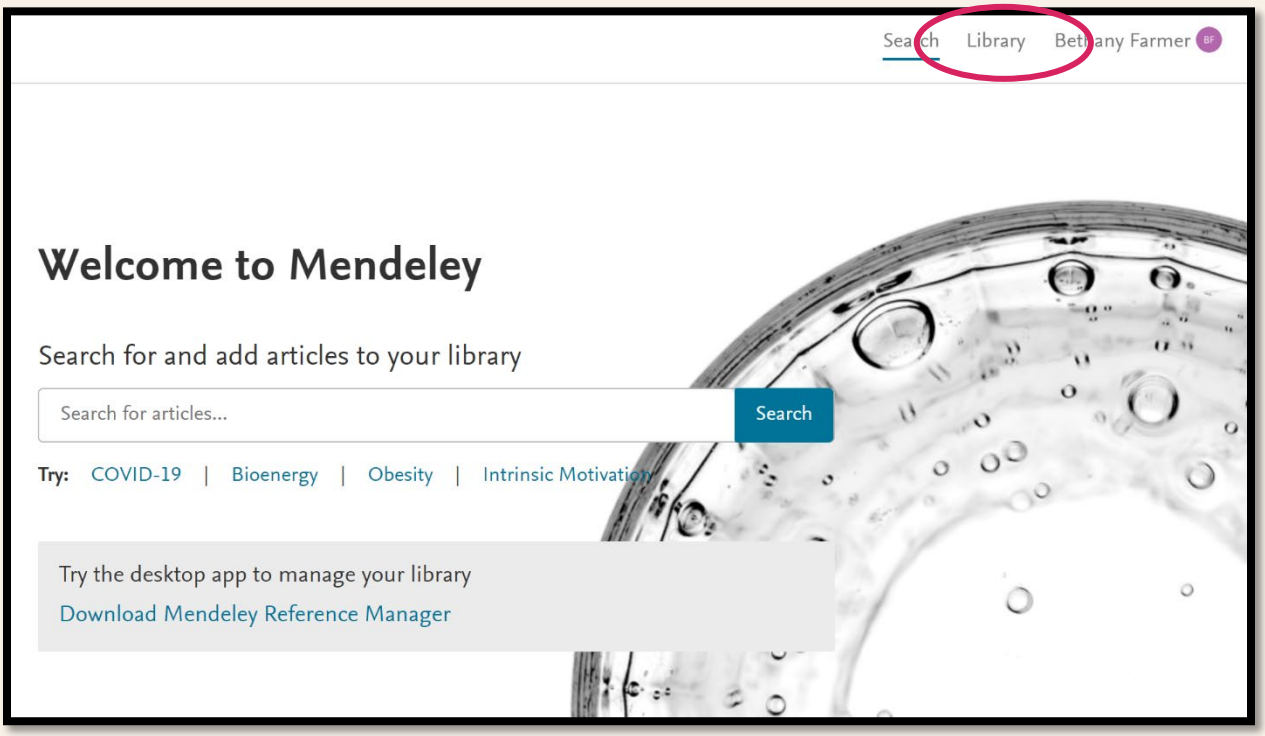
Create Your Own Mendeley Account

- Go to www.mendeley.com
- Click on Create account (top right)
- Set up your account by entering your details



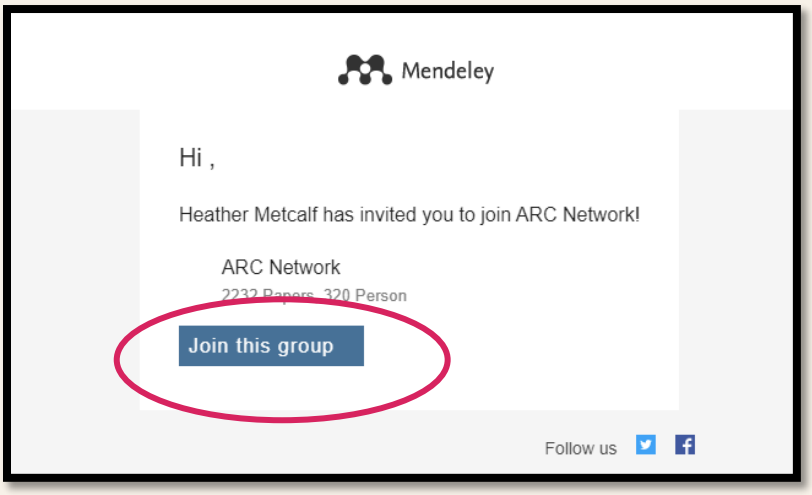
Mendeley Online

Click “Library” to access Mendeley



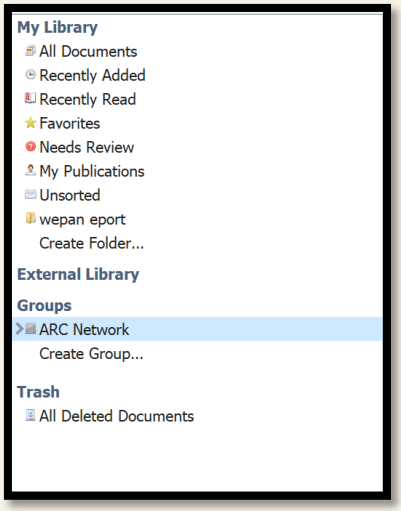
Getting Into Shared ARC Network Library

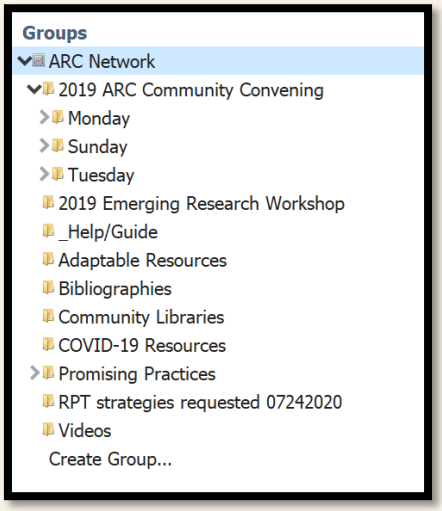
When you join the ARC Network, you should receive an invitation to join the Mendeley library. If you did not receive an invite and you would like one, please contact bethany@wepan.org



Navigating Shared Library

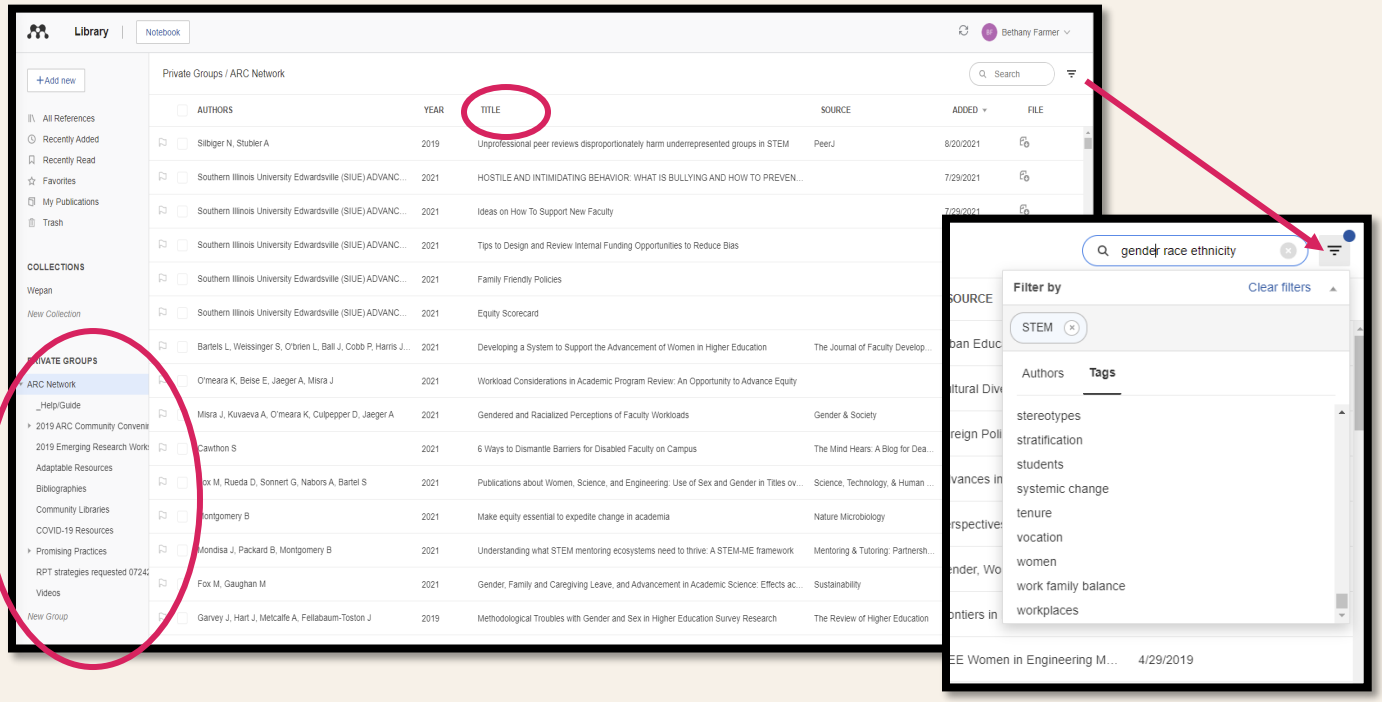
- From Mendeley, scroll down the left side of the page and look under Groups
- You will see ARC Network listed with a small caret next to it
- Clicking on the ARC Network text will open up the entire shared library with all available documents
- Clicking on the caret will show folders





Searching Shared Library

- On the left side of the page, you will find the ARC Network library dropdown with folders
- On the top right of the page, you will find a drop down that allows you to filter by authors or tags as well as a search box
- You can also sort the library by clicking on authors, year, title, source, added or file



- Clicking on an article title will bring up the article on the right side of the page
- Clicking the attached file will open up the file

Adding Documents – Best Practices

- Documents added to the shared library should align with the ARC Network's efforts to achieve STEM equity across sectors
- Documents may include peer reviewed articles, concept papers, presentations, syllabi, websites for DEI programs, policies, videos, etc.
- When adding documents to the library, you should first check to see that it will not be a duplicate record
- All documents and records added to the library should be tagged using the SSRN Taxonomy (available in the "Help/Guide" folder)
- There are several folders created in the library. When adding documents, please check to see if there is a folder that would best house the record
- Documents added to the library should include as much citation information as possible as well as links or files when available
- If you are unsure or would prefer a librarian add the documents, feel free to email the citations and/or files to bethany@wepan.org

How To: Adding Document to ARC Network's Mendeley Library*

- Add documents to personal Mendeley account
- Move document to ARC Network Library (drag and drop or select documents and click the "organize" button that pops up -> Add to group -> ARC Network
- Make sure that the citation information is complete (see below for document types and citation information).
- Include 1 or more tags
  - Add tags using the taxonomy. You can identify terms to map to the taxonomy by looking at:
    - ❖ Author's supplied keywords
    - ❖ MeSH terms in PubMed
    - ❖ Your own words that identify the main topics or themes of the document
    - ❖ Important terms from abstract/title
  - Check spelling of tags (every word should be capitalized in the tags, use & instead of "and")

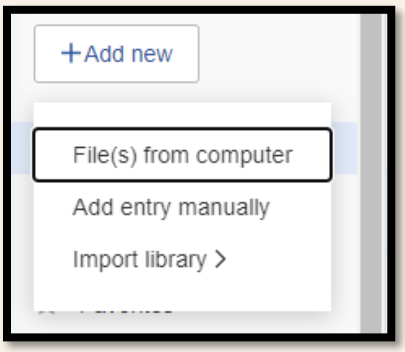
*(See page 6 for screenshots)

Document Types And Citation Requirements:

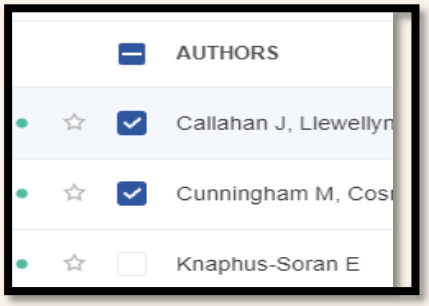
- For a policy/ concept paper/syllabus/webinar/podcast etc. include:
  - Title of document
  - Authors (if available)
  - Year document was updated
  - PDF and URL link (if available)
  - Institution and department name
- For an article include:
  - Journal title
  - Article title

    - Authors
    - Volume, issue, page
    - Date
    - Abstract
    - PDF and URL link (if available)
    - Identifiers: doi, PMID, issn etc.
- For a book include:
    - Book title
    - Author
    - Year
    - PDF and URL link (if available)
    - Optional – City and Publisher
    - ISBN
- For a book section include:
    - Section or chapter title
    - Author (of chapter or section)
    - Book title
    - Year
    - Page range
    - Optional - Editors City Publisher
    - PDF and URL link (if available)

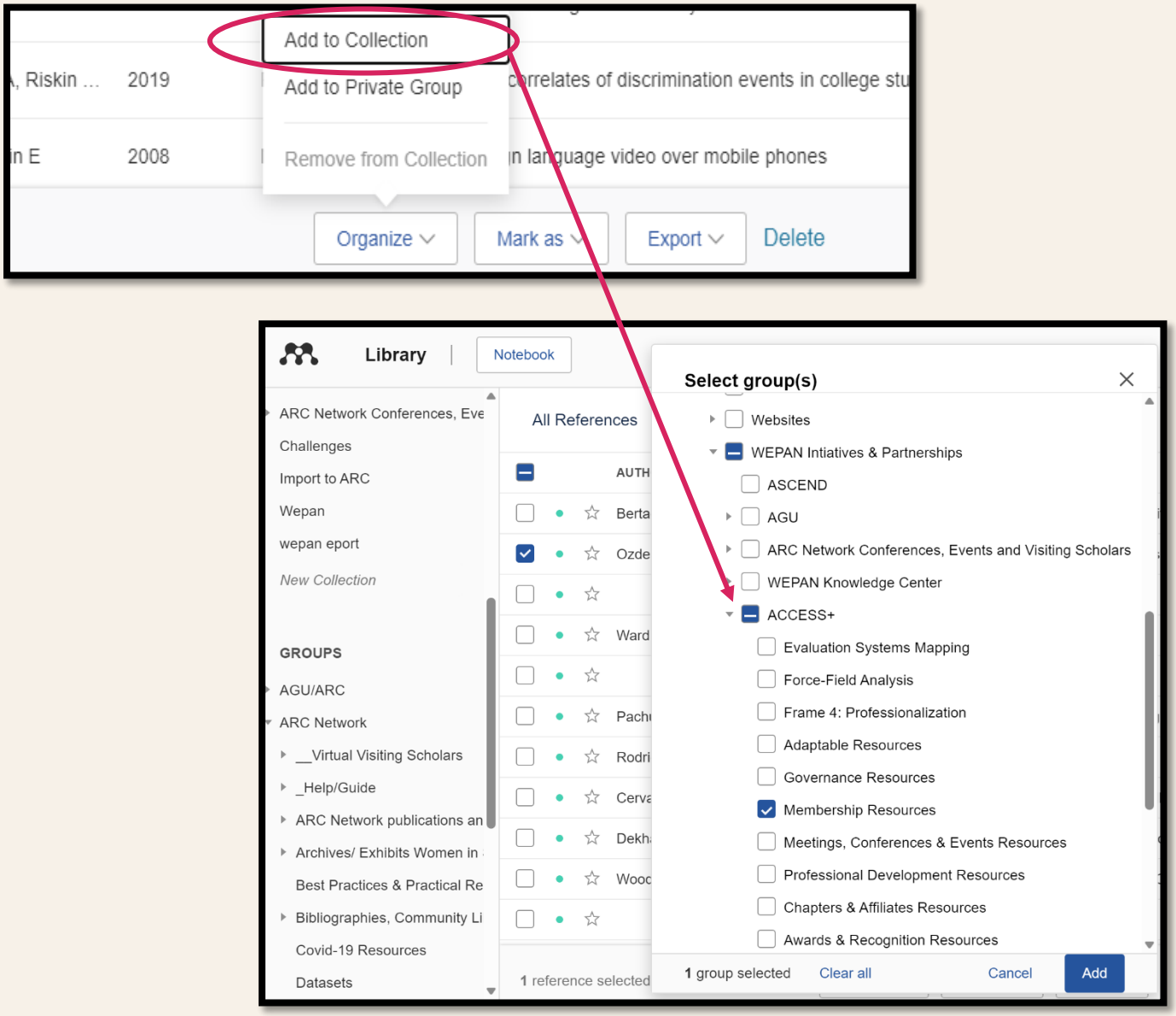
Visual Guide: Adding Documents to Mendeley Shared Library:



- In the top left screen, click: Add new -> File(s) from computer
- This uploads document into your personal Mendeley account.
- You can then either drag the file to the ARC Network Library and folder destination or you can select multiple documents which prompts a selection to appear at the bottom of the screen:



- Organize -> Add to private group -> ARC Network -> ACCESS+ (or another relevant folder) -> Add



Contact:

[ARC Network | A STEM Equity Brain Trust (equityinstem.org)](https://equityinstem.org)

bethany@wepan.org