

Repository Content Review (Retrospective)

SG-OBPS-VI, Nov 2024

The decision on a document inclusion in the repository is not on the maturity of a practice, but whether the practice falls into the topical areas (i.e., subject scope) of the repository and whether the practice document is a method description.

The objective of the issue of the repository [revised content and method criteria](#), was to have a consistent process for decisions on which documents to include in the OBPS and to reduce subjective evaluation of candidate practices. The decision criteria identified in the criteria document does not relate to the quality of the practices or its maturity level. The decision criteria is solely about the fitness for inclusion in the repository against the published criteria. Thus the retrospective review is not a technical or scientific peer review as may be done in a journal or by an expert panel.

Following the issue of the repository [revised content and method criteria](#), it was agreed to review some of the repository content with the [CAPARDUS collection](#) because CAPARDUS is known to have extended their collection beyond the OBPS Content Criteria. The next Collection to be reviewed will be the Miscellaneous Practices Collection

The logistics of the review survey were trialled during the month of October 2024 with 9 members of SG, who had collaborated on agreeing the revised content and method criteria. The full exercise started 01 Nov 2024 with a call for volunteers initially from the whole SG to contribute to the review. Additional reviewers could be invited from the Ambassadors and Task Teams and depending on progress, possibly beyond.

A suggested workflow follows - though you may prefer to follow your own.
The Criteria is also linked in the survey form if you need to refer to it.

- **Have the [Collection worksheet](#) open**
 - **Click in the spreadsheet on the full text publisher URL** to open the document you are reviewing
 - **Copy from the spreadsheet the CITATION of the document record** you are reviewing
 - **Click in the spreadsheet on the Link to Review for the record you are reviewing** to open the survey
 - **Paste the CITATION of the record you are reviewing into Survey Q1**
 - **Review the document**
 - **Complete the survey**
 - **In one of the Reviewer cells for the record you have reviewed on the spreadsheet, click the dropdown 'Completed'**
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- Any one of you can be reviewer 1, 2 or 3 for any record; you could be Reviewer #2 for one paper and # 1 for another etc.
 - No reviewer will be able to view other reviewer's responses.
 - Each record requires a review from **3 reviewers** to enable a decision for the record to be retained or withdrawn *but if the first two reviewers agree a decision it will be shown on the spreadsheet, and a third review will be shown as not required which will reduce the number of records to be reviewed by each reviewer*
 - For each record, once a **decision** is logged against the record then that document record review is finished.

In the trial, reviewers averaged between 10-20 mins per record and some reviewers reported they enjoyed the review process and learned things from reviewing the documents.
