Guidelines and Template: Telling VIVO Stories

These guidelines will make it simple for anyone to conduct an interview and write-up a short VIVO story that will generate awareness, interest and participation in the VIVO Project. In the process, you will get to know other community members and share stories of VIVO implementations throughout the community and beyond.

WORKFLOW:

- Determine subject implementation(s)
- Conduct interview, using template questions and suggestions.
- Write 3-4 paragraph profile based on the above answers that includes these four components:

1. Introduction to organization or institution
2. Background: why VIVO was selected; requirements
3. Strategic organizational or institutional goals enabled by VIVO; unique customizations
4. Future of VIVO at organization or institution

- Or, use the Q&A format for your VIVO story.Try to keep the whole piece fairly short -- viewers don't read long paragraphs or long documents
- When your interview is edited and ready for public viewing (with the image if possible), please email it to Carol Minton Morris at Duraspace (cmmorris@fedora-commons.org).

SCHEDULE/FREQUENCY:

• One per month for 3 months

DISTRIBUTION:

• Web site post on VIVOweb and DuraSpace

• Circulation through social media channels

• Circulation through internal and external selected lists

INTERVIEW TEMPLATE:

The following template can be used during an interview to simplify the discussion if desired. You may not get to all of these questions, or you may have others.

"First, this is an informal interview that isn't intended to be a statement from your organization; it's intended to represent your personal views and not those of your organization or institution. So please speak from your own perspective and tell the story from your own viewpoint. OK with you?"

"What's your role with VIVO at your organization or institution?"

"Tell me a little about your organization or institution."

"Why did you decide on VIVO?"

"What were your requirements going in?"

"What strategic organizational or institutional goals did VIVO help you meet?"

"What are your plans for VIVO in the future?"

"What is at the top of your VIVO "wish list?""

"Were there challenges in the implementation process? If so, please elaborate."

"What resources or tools did you leverage or develop during the project?"

"What advice would you give to other organizations that are planning a VIVO implementation?"

"Can you please send me an image, maybe an internal screen shot that the rest of us can't see, or a photo of your team, to use for the story?"

Thanks so much for participating in VIVO Stories!