Cricks, Katydids, and an Intern: IR-based faculty collections on a budget

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What we brought to the table

Dr. TJ Walker

IR@UF

Scholarly corpus in Entomology – digital and physical works
Interest in Open Access
Desire to support IR
Research funds
Available time
Desire to create model of support for other faculty

SobekCM - IR Platform
Desire to host faculty works
Access to scanning equipment and training
Knowledge of metadata creation and copyright
Available staff
Desire to create model of support for other faculty

The Solution

Hire a graduate student intern using Dr. Walker’s research funds. The intern would:

• Report to the IR Manager
• Work in the library’s Digital Production Services unit
• Meet with Dr. Walker and IR Manager to finalize details of the collection and set priorities
• Seek necessary permissions for published articles with guidance from copyright librarian
• Digitize needed materials
• Create the look and feel of the collection page
• Organize collection with Dr. Walker’s input
• Enhance training materials to streamline process for potential future interns
• Track activities to create time estimates

The Implementation

Timeline
July 2014 – Initial project meeting
Sept. 2014 – Posted internship
Oct. 2014 – Hired intern, training
Nov. 2014 – Began collection creation
Sept. 2015 – Funds exhausted, wrapped up project

Collection Make-up
136 born digital items
• articles, datasets, cricket songs
20 items requiring digitization
• field notebooks, articles, run of ~2,000 field note cards

Time Allocation
156 hours total
• 22 hours gathering items for collection
  o 6 hours for born-digital works
  o 16 hours for print works
• 8 hours determining copyright status
• 20 hours creating landing pages, banners, etc.
• 52 hours organizing and loading items into collection
• 8 hours adding supplementary materials
Remaining time spent training, analyzing activities, coordinating and attending meetings and outlining a paper

What the Intern Learned

Sobek CM (IR Platform)
• Creating pages
• Loading items

Copyright and Open Access
• Searching Sherpa-Romeo
• Seeking publisher permissions
• Building rights statements

Digitzation process
• Multiple scanning machines
• Scanning standards
• Post-production processing

Challenges and Lessons Learned

We faced many challenges in this pilot internship, such as:

• Faculty member’s lack of understanding of SobekCM limitations and intern’s lack of entomological knowledge led to confusion and continued restructuring of collection
• Intern had to go into individual records many times to make updates
• Faculty member’s strong desire to support open access meant he reached out to publishers to seek permissions to post, sometimes after intern had already resolved the permissions
• Subject librarian was unprepared to advertise collection

To avoid these challenges in the future, we learned that we need to:

• Establish a Memorandum of Understanding detailing responsibilities of both parties at the outset
  o Who will clear copyright
  o Establish updates to faculty member at key milestones for input
• Document established collection management workflow and best practices
• Establish collection plan before any items are added
• Bring in relevant stakeholders, such as subject librarian, copyright librarian and metadata librarian, at beginning of project

Next Steps

• Create Memorandum of Understanding
• Review intern’s notes to update training documentation
• Create list of services offered, including time and cost estimates
• Provide training on the service for subject librarians
• Create brochure that subject librarians can share with faculty

Pages from the newly created Thomas J. Walker Collection

SobekCM

Collection creation and organization

Facilitating conversations with faculty

Metadata creation

• Taxonomy terms

Collections

Timeline

Collection Make-up

Time Allocation