What we brought to the table

- 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

Crickets, Katydids, and an Intern: IR-based faculty collections on a budget
Presented by Christy Shorey

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

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
• Document established collection management workflow and best practices
• Bring in relevant stakeholders, such as subject librarian, copyright librarian and metadata librarian, at beginning of project

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

<table>
<thead>
<tr>
<th>SobekCM (IR Platform)</th>
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<tbody>
<tr>
<td>• Creating pages</td>
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<td>• Loading items</td>
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Copyright and Open Access
• Searching Sherpa-Romeo
• Seeking publisher permissions
• Building rights statements

Collection creation and organization

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

Facilitating conversations with faculty

Presentation skills
• Spoke at Gainesville THATCamp 2015

Metadata creation
• Taxonomy terms
• List of services offered, including time and cost estimates

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