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A Recipe for Success: Celebrating Faculty and Increasing Institutional Repository Participation

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NUTRITION INFORMATION

When it comes to adding faculty publications to an institutional repository, time is of the essence. Many publishers allow authors to upload postprints to their institutional repositories; however, faculty do not tend to maintain their postprints for a long period after publication. How can librarians encourage faculty to report new publications in a timely manner? This recipe calls for hosting a reception honoring faculty with new publications, which combines a celebration of faculty achievement with outreach to increase IR uploads.

PROJECT OUTCOMES

- Familiarize faculty with the institutional repository (IR) and the benefits of making their research openly available through the IR.
- Educate faculty on the process of contributing their research to the IR and on understanding author rights.
- Develop new or strengthen existing partnerships and opportunities for collaboration with librarians and faculty.

NUMBER SERVED

Totals will vary based on the size of the institution and the number of faculty who publish on a regular basis, but we generally serve

about 30 faculty at each reception.

COOKING TIME

- Prep time: approximately 1 month to allow time for faculty to submit their publications; 1–2 hours of set-up time before the event
- Activity time: 90 minutes, but faculty can be served at any time during this period; they do not have to be on hand for the entire period

DIETARY GUIDELINES

This recipe achieves the goal of broadening faculty awareness of open access, author rights, and the benefits of open research. It also promotes the scholarly output of the university by expanding access to faculty research through the institutional repository. Furthermore, it strengthens relationships and cultivates partnerships between librarians and faculty across campus. The activity is part of our broader outreach efforts to educate faculty on the benefits of open access, which include Open Access Week, workshops with the Center for Faculty Development, and targeted outreach to individual departments and schools.

INGREDIENTS & EQUIPMENT

- An assortment of refreshments

- A large room (preferably an art gallery or exhibit room)
- Notecards to send out as invitations
- Dash of free IR-themed goodies (pens, brochures, etc.)

PREPARATION

- Send out a call to faculty across campus asking anyone who has a new publication (or publications) during the current semester to send in a list of those publications via email by a specified deadline, preferably two weeks before the date of the reception (see figure 1). One strategy is to send this call out to all department chairs and deans and ask them to disseminate the call to their faculty.

University Libraries will be hosting a reception to honor faculty with new publications on Thursday, May 2, from 3–4:30 p.m. (come and go) in the de Grummond Exhibit Room on the second floor of Cook Library. Please ask any faculty in your area with new publications (including creative works for those in the arts and humanities) from the spring 2019 semester to notify us at aquilastaff@usm.edu no later than Friday, April 19.

Figure 1. Sample of email sent to deans and directors

- Once the responses have come in and the deadline has passed, use the note cards to mail invitations to faculty members who are eligible to attend (see figure 2). Also, make arrangements beforehand to reserve a room for the reception and to prepare refreshments.

*The University of Southern Mississippi
Libraries and the Office of the Provost
cordially invite you
to join us in a reception honoring
Faculty Published in the
2018 Summer and Fall Semesters
November 29, 2018
3–5 p.m.
The de Grummond Children’s Literature
Exhibit Room
Joseph Anderson Cook Library, Room 203
Hattiesburg Campus
Please RSVP by Monday, November 26, to
aquilastaff@usm.edu*

Figure 2: Invitation sent to individual faculty (inside)

COOKING METHOD

1. Prepare the room for the reception. Be on hand a half hour before the scheduled start time in case of any early arrivals.
2. Once faculty arrive, introduce yourself and ask questions about their new publication(s). Find out what their research is about and what they discovered.

3. Provide a brief overview of the IR and its benefits for faculty. This does not need to be a full-fledged presentation; think of it essentially as an elevator pitch.
4. After the reception, follow up with the faculty and offer to assist them with uploading their publications to the IR if they can provide the postprints.
5. Repeat steps 1–4 each spring and fall semester. Or, if your faculty is smaller or publishes less frequently, repeat the steps once per year.

ALLERGY WARNING

Faculty schedules can be challenging to balance, so try to find a time for the reception that generally works well for hosting events or receptions. Our experience has been that an afternoon near the end of the semester but before the start of final exams tends to work well.

CLEAN-UP

Be sure to follow up with the faculty who attended the reception after the fact to encourage them to submit their article to the IR (see figures 3 and 4) This can also be an opportunity to invite them to attend other training opportunities or to answer any questions they may have about the IR, open access, or other ways the library can support their research.

CHEF’S NOTES

If your institution has access to software such as Digital Measures, it might be possible to use that to identify faculty with new publications rather than having to send out a general call. Our institution has recently adopted



Figure 3. Photo from past reception (includes Provost Dr. Steven Moser)

Digital Measures and we are exploring using it for an upcoming reception. It might also be helpful to partner with subject-area librarians to host the event. The receptions also provide an excellent opportunity for these librarians to meet and network with faculty in their areas as well.

Check publisher guidelines before uploading any articles you receive to the IR. Some publishers may not allow uploading postprints, and some may require embargoes.



Figure 4. Photo from past reception, includes several faculty, the provost, and the dean of libraries, Dr. John Eye

ADDITIONAL RESOURCES

Association of College and Research Libraries (2020, January 30). Scholarly communication toolkit. Retrieved April 14, 2020, from <https://acrl.libguides.com/scholcomm/toolkit>
The ACRL Scholarly Communication Toolkit offers a variety of resources on

open access, repositories, and publishing that can be beneficial when putting together the “elevator pitch” for faculty at the reception.

Cromwell, J. (2018, October). A win-win situation: Celebrating faculty and increasing institutional repository participation. Presented at the annual

conference of the Mississippi Library Association. Retrieved April 14, 2020, from https://aquila.usm.edu/libraries_workshops/12/

This presentation from 2018 offers some additional background information on the rationale behind establishing the receptions and some details of our experiences from hosting the receptions for a few years.

Jisc. (n.d.) *Sherpa Romeo*. Retrieved April 14, 2020, from <https://v2.sherpa.ac.uk/romeo/>
Sherpa Romeo is a searchable index of publisher policies. It is an excellent resource when identifying which version of a faculty member’s publications you can upload to your IR.