Unintentional Scholarly Communications Librarians: What You Need to Survive a Launch

Autumn Johnson, Savannah State University
Sarah Kirkley, Georgia State University
In the Beginning...

**Summer 2014**
GKR identified as a possible platform for Special Collections content.

**November 2014**
Purchase IR hosting service through Open Repository (BioMed)

**December 2014**
Complete necessary IR host documentation

**January 2015**
Complete initial training to build IR

**February 2015**
IR branded Tiger Scholar Commons
(re)Start with the Right Team

- Initial training highlighted need for a collaborative approach to IR building
- Team members grew along with scope of project
- Second Round of IR Training in March 2015 (Recommended)
Wait, did we sign up for this?

**Autumn**
- Information Literacy
- Special Collections Supervision
- Liaison to Social & Behavioral Sciences
- Reference

Previous Experience: Worked at an institution with an IR.

**Sarah**
- Serials & E-resources
- Interlibrary Loan & GIL Express Supervision
- Liaison to Social Work
- Reference

Previous Experience: None
Solution? Mission Statement

Tiger Scholar Commons is the Institutional Repository of Savannah State University.

Our mission is to collect, preserve, and provide access to the creative and scholarly output of the University community. Maintaining a central repository of digital works encourages the exchange of research across disciplines and will increase the university’s visibility, status, and public value on a global level. Tiger Scholar Commons is a service of Asa H. Gordon Library and is a partner in the statewide Georgia Knowledge Repository (GKR), a GALILEO initiative.
Develop Collection & User Scopes

Collection
• Articles (Scholarly and Popular)
• Books, Book Chapters, Open Educational Resources
• Creative Works
• Images
• Institutional Policies, Publications
• Meeting Minutes
• Programs, Newsletters
• Teaching, Presentation Materials
• Theses, Dissertations

User-Types
• Faculty
• Staff
• Students
  • Graduate
  • Undergraduate with faculty sponsor
• Researchers
• Administrators
Establish a Manageable Timeline

SSU Institutional Repository Project Implementation Timeline 2015

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Completion Date</th>
<th>Activity/Task</th>
<th>Description of Activity/Task</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/31/2014</td>
<td>09/05/2014</td>
<td>Initial IR Research</td>
<td>Discussion about joining GRI and starting an IR with various hosting services including Open Repository (BioMed) and Lyric.</td>
<td>Fayeyin</td>
</tr>
<tr>
<td>09/15/2014</td>
<td>11/05/2014</td>
<td>Purchase IR hosting service</td>
<td>Purchase setup and annual subscription to Open Repository (BioMed).</td>
<td>Fayeyin</td>
</tr>
<tr>
<td>11/16/2014</td>
<td>11/17/2014</td>
<td>Complete IR hosting service documentation</td>
<td>Submit required administration and branding details required on &quot;set-up&quot; forms to Open Repository.</td>
<td>Johnson, Ogden, Anthony</td>
</tr>
<tr>
<td>01/07/2015</td>
<td>01/08/2015</td>
<td>Training: Administering the IR</td>
<td>Address the following: - Overview of Open Repository - Structure (Communities and Collections) - Workflow and Metadata</td>
<td>Brendan (GRI) Johnson, Ogden, Anthony</td>
</tr>
<tr>
<td>01/08/2015</td>
<td>02/10/2015</td>
<td>Create IR structure</td>
<td>Communities and sub-communities were built based on the organizational structure of the University and related IRs in the GRI system. Reviewed by Dean for accuracy.</td>
<td>Johnson</td>
</tr>
<tr>
<td>2/10/2015</td>
<td>02/10/2015</td>
<td>Name IR</td>
<td>IR was named &quot;Tiger Scholar Commons&quot; by Dean.</td>
<td>Fayeyin</td>
</tr>
<tr>
<td>02/10/2015</td>
<td>02/13/2015</td>
<td>Identify IR Administrators</td>
<td>Sarah Kirkley assigned as additional IR administrator.</td>
<td>Fayeyin</td>
</tr>
<tr>
<td>2/13/2015</td>
<td>03/05/2015</td>
<td>Identify IR Mission Statement</td>
<td>Tiger Scholar Commons is the Institutional Repository of Savannah State University. Our mission is to collect, preserve, and provide access to the creative and scholarly output of the University community. Maintaining a central repository of digital works encourages the exchange of research across disciplines and will increase the university's visibility, status, and public value on a global level. Tiger Scholar Commons is a service of Aza H. Gordon Library and is a partner in the statewide Georgia Knowledge Repository (GKR), a GAUL/EIR initiative.</td>
<td>Johnson, Kirkley, Ogden</td>
</tr>
<tr>
<td>2/23/2015</td>
<td>03/03/2015</td>
<td>Identify IR Collection Scope</td>
<td>Articles (Scholarly and Popular)</td>
<td>Johnson</td>
</tr>
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</table>

To Do List:
1) Make a to do list
2) Check off first thing on the ‘To do’ list
3) Realize you’ve already accomplished 2 things on the list
4) Reward yourself with a nap
Starting to Build
Solution? Grow Our Team
Establish Workflows for Existing Content

Item is submitted into the IR through Open Repository form.

An administrator reviews item. Corrections are made and submission is approved.

Item appears in Tiger Scholar Commons.
Solution? Metadata (cheat) Sheets

• Created detailed step-by-step instructions for adding content to each collection
  o Submissions were done by library assistants, student workers, and a temporary part-time librarian
  o All were reviewed by one of us before being made public

• Used LCSH for controlled vocabulary (key words in Open Repository)
Directions for adding Faculty Research (Individual Articles) to Tiger Scholar Commons

Step 1:
1. Go to “My Account” and select “Start New Submission.”
2. Select “Faculty Research.” Click ‘Next >’ to continue.

Step 2:
1. [Pre-Populate]
   Ignore this field. Click ‘Next >’ to continue.
2. [Describe]

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<td>Example: Factors...</td>
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<tr>
<td>Author</td>
<td>Names of faculty members</td>
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<td>Example: Hargrett...</td>
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<tr>
<td>Date of Issue</td>
<td>Year of faculty bulletin</td>
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<tr>
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<td>Example: 1954</td>
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<td>Example: Savannah...</td>
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<td>Citation</td>
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<td>Example: Hargrett...</td>
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<td>Type</td>
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<td>Description</td>
<td>Copy and paste entire description.</td>
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<td></td>
<td>This article appeared...</td>
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<tr>
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<td>African American...</td>
</tr>
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</table>

3. [Upload]
   Document File: Choose the PDF file saved to your computer.
   Click ‘Next >’ to continue.

4. [Verify]
   Verify that all metadata fields are correct and click ‘Next >’ to continue.

5. [License]
   Select “No” for both Options. (This is keeping with the same CC license that appears on the Internet Archive.) Click “Select License” and then “proceed”.

6. [License]
   Choose “I Grant the License” [Complete]
Soft Launch to Library Faculty & Staff

• Important to update library staff on repository progress and to encourage participation

• Opportunity to identify contributions from library colleagues

• Opportunity for refresher and general education on copyright, etc.
National Library Week (Spring 2015)

Hosted general educational presentations on open access, repositories, and the possibilities for our institution
  - tied in with institution’s connection to Affordable Learning Georgia

Encouraged all faculty & staff to attend and used it as an opportunity to identify stakeholders

Opportunity for refresher and general education on copyright, etc.

23 Items previously digitized from Special Collections + examples from other IRs
Soft Launch to SSU Faculty & Staff

LibGuide used as primary tool to educate faculty & staff and included:

- Mission statement
- User and collection scopes
- Submission information
- Workshop and training information and recordings
- Internal and external links to important information
- Contact information
#softlaunchproblems

- Open Repository’s submission process was not intuitive for users
- Google forms = simplified (and free) solution
#softlaunchproblems

- Institutional License Agreement
  - University counsel's approval

- Creative Commons Knowledge
  - Educate librarians
  - Answer faculty copyright questions
#softlaunchproblems

- Open Repository based in London – 5 hours time difference
- Inability to edit object files uploaded by submitter; had to redo entire submission process
Official Launch

• Open Access Week in October (coincided with 125th Anniversary Celebration)

• **387 items** included Special Collections materials, historical Faculty Research Bulletin, Faculty Articles, Faculty Creative Works, and Librarians' conference materials

• Updated LibGuide, handout, and presentation
After....

- College
  (COBA, CLASS, COST)
- Graduate School
- Non-Academic Departments
- Team Library Liaisons
- 508 items!
How to Survive

1. Teamwork

2. Start with a strong Mission Statement, Collection/User Scope, and Timeline

3. Simplify complex processes where you can

4. Educate, Launch, and Fix (x 3)

5. USE your resources
   1. Georgia Knowledge Repository (Shout out Kim and Sandra!)
   2. Vendor
   3. Legal Counsel Office
   4. Professional Literature, Organizations, and Listservs
We’ll try to help!

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