

Kennesaw State University

DigitalCommons@Kennesaw State University

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Digital Commons Training Materials

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## Digital Commons@Kennesaw State University Service Model

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## **KSU Library System Digital Commons Service Model**

The Digital Commons offers four distinct services areas for dissemination of the academic and creative outputs of the KSU community. The Digital Commons Team will work to support these areas in the following ways.

### **Institutional Repository**

- We will provide destinations for appropriate academic or creative output from the KSU community. If an item doesn't fit in the repository, we will recommend an alternate home for it so all KSU's output is displayed.
- We will provide training and support for creators to upload their content to the correct collection and to understand any reporting provided for that content.
- We will create new collections as needed if the new content meets the requirements of having several unique artifacts that do not fit in existing Digital Commons collections.
- We will work with the creators and bepress, Digital Commons' software provider, to ensure that new collections meet the technical and designs needs of the collection.
- We will be an information resource for copyright, repositories, global impact, and other related concerns to the KSU community.

### **Journal Hosting**

- We will collaborate with creators to build, publish, and support new journals.
- We will provide or coordinate training as needed to the creator's editorial staff.
- We will provide help with uploading and updating journal issues and content.
- We will serve as an information resource for journal layout, marketing, indexing, and other questions.
- We will train editors on the available reporting functions and support their efforts as needed.

### **Event Hosting**

- We will collaborate with event coordinators and support well-designed sites and workflows for new events, such as conferences.
- We will provide or coordinate training to event staff, as needed.
- We will update site content throughout the workflow, as needed.
- We will serve as an information resource for troubleshooting and other questions.

### **SelectedWorks**

- We will offer training and support on creating and populating SelectedWorks profiles.
- We will ensure that profiles function correctly and will work with bepress to correct any errors that occur.