Butler

BUTLER LIBRARIES

Staffing the Repository

Advice for small to medium-sized libraries by Brad Matthies

Agenda

- A little about Butler Libraries
- How we developed our distributed workload
- How to achieve scalability
- Some suggestions for small and medium-sized libraries



The Small To Medium-Sized Library Dilemma



Librarians at smaller institutions often have multiple job duties. Therefore, it can be a challenge to take on new initiatives or to maintain new systems with only a finite amount of staffing.





What Follows Is One Possible Way To Staff Your Repository

▶ But first...





A Little About BU And The BU Libraries

Butler University

- Private liberal arts college with 4,437 students
- Six colleges
- ▶ 55 undergraduate, one professional and 18 master's degrees

Butler University Libraries

- ▶ 12 FT Faculty Librarians
 - All have subject liaison duties and are expected to publish, present, and be active professionally
- ▶ 12 FT Staff
- ▶ 10 -15 student circulation workers





BU Digital Commons

- Over 2,800 objects in approximately 2.5 years
- Collected undergraduate and graduate ETDs
- Archived two journals
- Actively publishing one journal
- Populated over 30 series
- Built a gallery of Selected Works pages on behalf of faculty
- Never have had more than $\frac{1}{2}$ of an FTE at any given time
- Workload distributed across several FTE, student employees, interns, and volunteers





Developing A Distributed Workload







Content & Staffing: July 2008 – December 2008

Content

- Butler University Botanical Studies (discontinued journal series)
- Faculty contributions

Initial staffing

- Project manager (approximately 16 hours per week)
- Access Services had the equipment, scanning expertise, student help, and ability to adjust staff workloads





Assessment: July 2008 – Dec. 2008

- Hands-on project management (i.e. initially the project manager did it all!)
 - Allowed the project manager to learn the process and set reasonable goals for his team
 - Not sustainable long-term

Content

- Selected Works and faculty contributions not growing at the rate we had hoped
- Decided to build Selected Works pages on behalf of faculty





Content: January 2009 – July 2009

- Butler University Botanical Studies (discontinued journal)
- Word Ways (active journal)
- Faculty Contributions (a snapshot of the intellectual publishing history of BU)
- Building Selected Works pages on behalf of faculty





Staffing: January 2009 – July 2009

- One librarian as the project manager (approx. 8 hrs/week)
 - Less direct involvement with production
 - More involvement with project management, troubleshooting, and marketing
- One circulation staff (5-15 hrs/week Journal Publishing)
- Two student workers (approx. 7 hrs/week each scanning)
- One MLS intern (approx. I5 hrs/week Selected Works)





Assessment: January 2009 – July 2009

Staffing

- Intern helped develop workflows for Selected Works
- After internship completed revised/streamlined workflows before assigning to library staff
- Content selection should be balanced against available staffing
 - ▶ Continuous publishing (e.g. journal series, thesis, etc.)
 - One-shot contributions (e.g. individual faculty contributions, ceased publications, etc. – content with a definite end date)





Assessment Cycle



Helped us develop our workflows and a "distributed workload"





Staffing: August 2009 - Present

- One librarian as the project manager (approx. 4 hours every other week)
 - Project management, troubleshooting, and training
 - Some Selected Works involvement (e.g. building pages, permissions, uploads, maintenance of current pages, etc.)
 - Engaging faculty (e.g. E-newsletter, annual réport, presentations & one-on-one méetings)
- Permanent Digital Commons Team
 - One circulation staff (2 4 hrs/week Journal Publishing)
 - One circulation staff (5 10 hrs/week Selected Works)
 - ▶ One circulation staff (2 6 hrs/week Thesis work)
- Rotating Digital Commons Team
 - One librarian (4 hrs/week Yearbook Project)
 - Up to six student workers rotated throughout the year (I- 2 hrs/week each scanning, checking records, uploading, other duties as assigned, etc.)

Note: These are estimates and there are weeks when we are not in production.





It May Seem Like This...

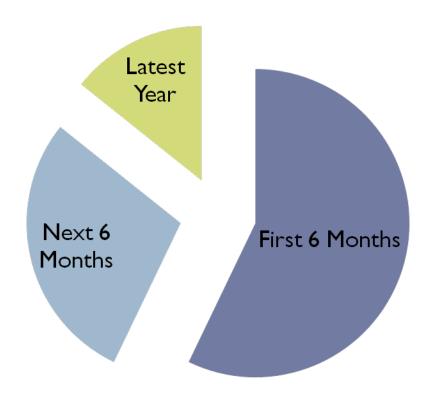






It's Really More Like This!

Project Manager's Weekly Involvement

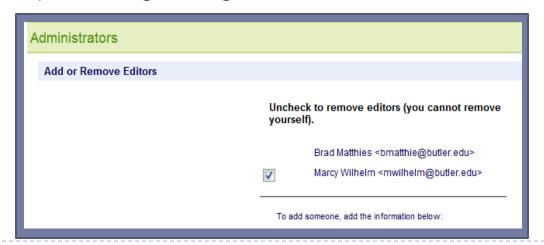






Achieving Scalability

- Scalability
 - "The ability for workloads to be enlarged if needed."
- Workflows built around "distributed workloads"
 - Staff and students all trained on common tasks
 - Adobe Acrobat Pro 9 (i.e. scanning and document editing)
 - bepress interface and general workflow within the platform
 - Project manager assigns editors as needed

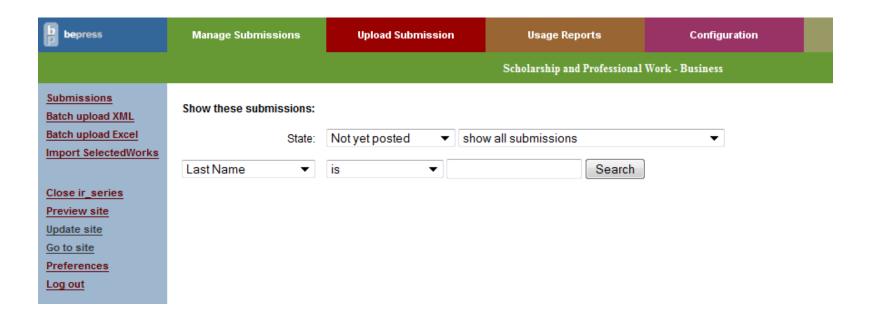






Achieving Scalability (continued)

bepress web interface is designed for a distributed workload





Achieving Scalability (continued)

- Balancing Project Types Terminal vs. Ongoing
 - Terminal (i.e. those with foreseeable end allowing you to reallocate staff as needed)
 - Ceased university-owned publications
 - Small collections of papers or reports unique to your campus
 - University yearbooks
 - Ongoing (i.e. those that will need continual staff attention)
 - Active journals published by your university
 - Faculty contributions (generally scholarly papers)
 - Thesis projects (e.g. undergraduate honors, graduate, etc.)
 - Selected Works (only if you build pages on behalf of faculty)





Achieving Scalability (continued)

- Some Additional Considerations (esp. for small libraries)
 - Avoid Scanning Altogether
 - ▶ Back-scanning large runs of historical documents takes staff time.
 - bepress will auto-convert MS Word to PDF so look for projects that do not require scanning.
 - □ Student papers, faculty papers, conference proceedings, theses, etc.
 - If you have to scan...
 - ▶ There are no accepted standards for "archival" scanning, although there are plenty of guidelines.
 - ▶ General use: 300 dpi or less. (faculty contributions, administrative documents, etc.)
 - ▶ Archival quality: 400 600 dpi (historical documents).
 - Recommendation: Purchase the best scanner you can afford
 - Office grade scanners will suffice for most scanning work but it may slow down production.
 - Advise purchasing an archival quality scanner *only* if your institution has collections worthy of this scanning quality.
 - ▶ See <u>Paul Royster's paper</u> on scanning for more suggestions.





Concluding Thoughts For Small Libraries

One librarian @ 8 hours per month could easily manage
 2 – 3 small projects.

Another way to look at it:

Building Selected Works Pages On Behalf Of Faculty	Maintaining The Library Catalog (e.g. adding records, technological maintenance, troubleshooting, etc.)
I FTE @ 8 hours per month	2 FTE @ 80 hours per month (Butler)
300 faculty w/10 contributions each = 3,000 objects total	4,598 records per year (Butler)
Completed in about a year	Never ends





Questions?



For questions about this presentation, please e-mail me at: bmatthie@butler.edu.

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