

Staffing the Repository

Advice for small to medium-sized libraries
by Brad Matthies

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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

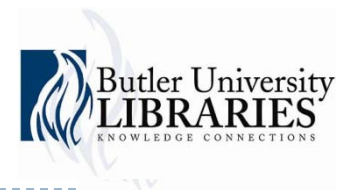


Librarians at smaller institutions often have multiple job duties. Therefore, it can be a challenge to take on new initiatives or to maintain new systems with only a finite amount of staffing.



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 ½ 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

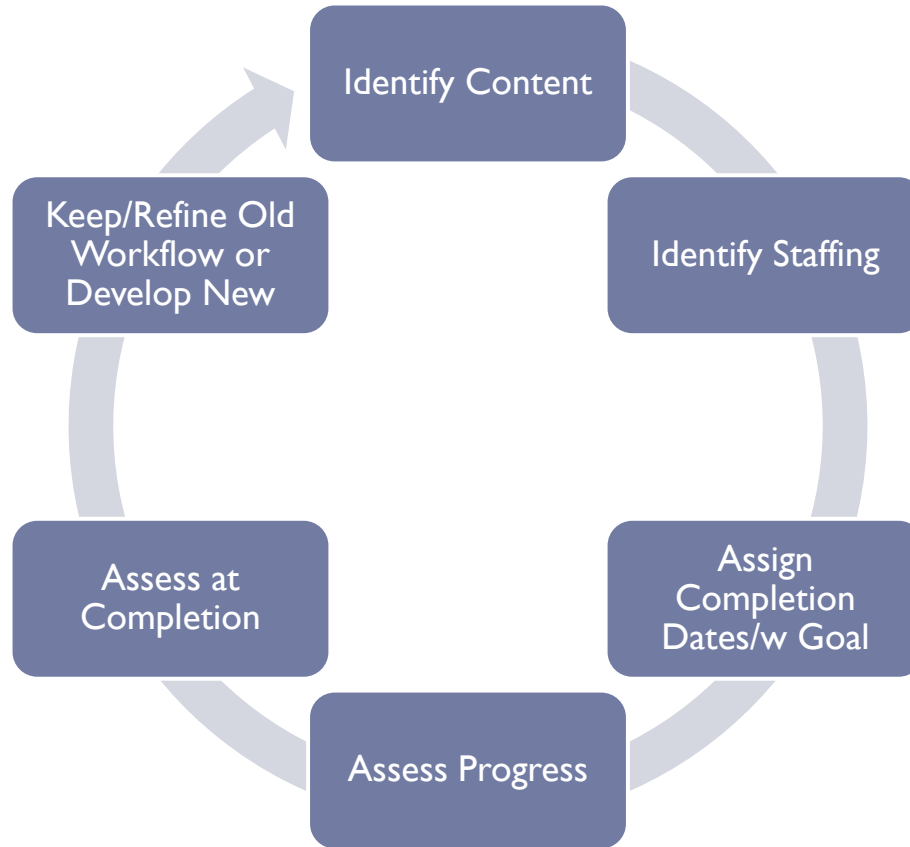
- ▶ One librarian as the project manager (approx. 8 hrs/week)
 - ▶ Less direct involvement with production
 - ▶ More involvement with project management, troubleshooting, and marketing
- ▶ One circulation staff (5-15 hrs/week – Journal Publishing)
- ▶ Two student workers (approx. 7 hrs/week each – scanning)
- ▶ One MLS intern (approx. 15 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 report, presentations & one-on-one meetings)
- ▶ 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 (1- 2 hrs/week each – scanning, checking records, uploading, other duties as assigned, etc.)

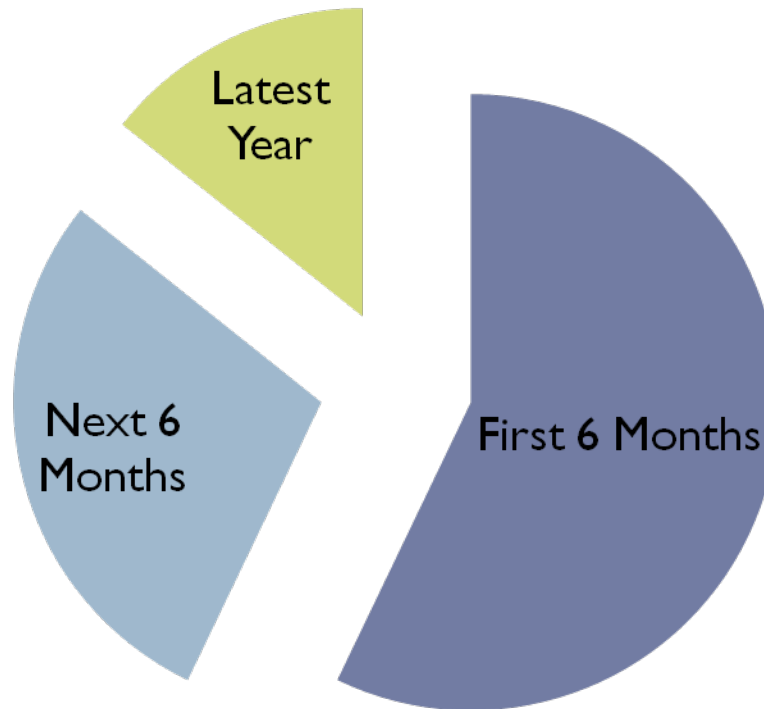
Note: These are estimates and there are weeks when we are not in production.

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.”

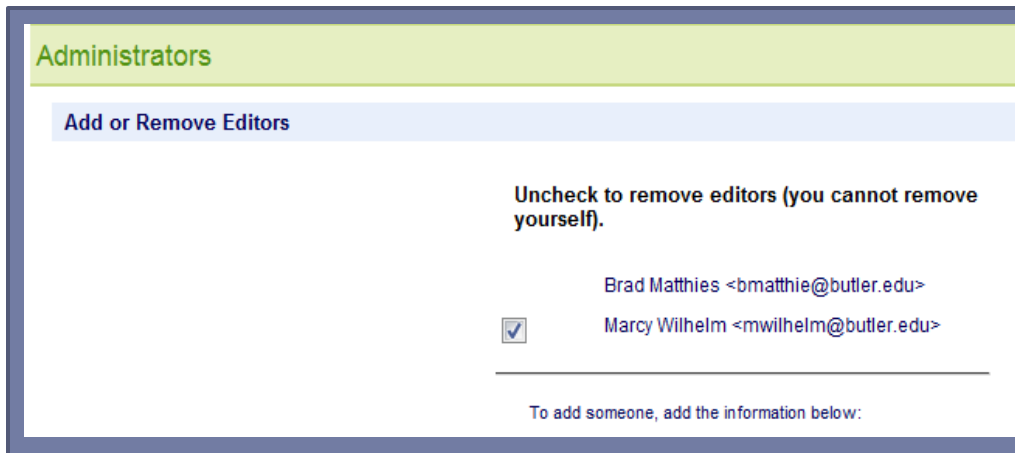
▶ Workflows built around “distributed workloads”

▶ 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



Administrators

Add or Remove Editors

Uncheck to remove editors (you cannot remove yourself).

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To add someone, add the information below:

Achieving Scalability (continued)

- ▶ bepress web interface is designed for a distributed workload

The screenshot displays the bepress web interface. At the top, there is a navigation bar with five tabs: 'bepress' (blue), 'Manage Submissions' (green), 'Upload Submission' (red), 'Usage Reports' (brown), and 'Configuration' (purple). Below the navigation bar is a green banner with the text 'Scholarship and Professional Work - Business'. On the left side, there is a vertical menu with the following links: 'Submissions', 'Batch upload XML', 'Batch upload Excel', 'Import SelectedWorks', 'Close ir_series', 'Preview site', 'Update site', 'Go to site', 'Preferences', and 'Log out'. The main content area shows a search form with the following elements: 'Show these submissions:', 'State: Not yet posted' (dropdown), 'show all submissions' (dropdown), 'LastName' (dropdown), 'is' (dropdown), a text input field, and a 'Search' button.

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 [Paul Royster's paper](#) 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.)
1 FTE @ 8 hours per month	2 FTE @ 80 hours per month (Butler)
300 faculty w/10 contributions each = 3,000 objects <u>total</u>	4,598 records per year (Butler)
Completed in about a year	Never ends

Questions?



For questions about this presentation, please e-mail me at:
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