Staffing the Repository

Advice for small to medium-sized libraries
by Brad Matthies

3.17.2011
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
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

- 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

- Identify Content
- Identify Staffing
- Assign Completion Dates/w Goal
- Assess Progress
- Assess at Completion
- Keep/Refine Old Workflow or Develop New

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

- Latest Year
- Next 6 Months
- First 6 Months
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](image-url)
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 [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:

<table>
<thead>
<tr>
<th>Building Selected Works Pages On Behalf Of Faculty</th>
<th>Maintaining The Library Catalog (e.g. adding records, technological maintenance, troubleshooting, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 FTE @ 8 hours per month</td>
<td>2 FTE @ 80 hours per month (Butler)</td>
</tr>
<tr>
<td>300 faculty w/10 contributions each = 3,000 objects total</td>
<td>4,598 records per year (Butler)</td>
</tr>
<tr>
<td>Completed in about a year</td>
<td>Never ends</td>
</tr>
</tbody>
</table>
Questions?

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

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