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### Whose Job Is It? Strategies of a Team-Based Institutional Repository

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## Whose Job Is It? Strategies of a Team-Based Institutional Repository

### Abstract

St. John Fisher College's Lavery Library has a growing institutional repository, but no full-time position dedicated to it. In the five years since the repository's creation, Lavery Library has employed a library-wide team effort to support the repository's development. This poster depicts some of the successful strategies this small academic library has employed while collectively endeavoring to archive new content, including vital collaborations between library departments and other faculty and staff on campus.

### Disciplines

Library and Information Science

### Comments

Poster presented at the SUNYLA Annual Conference in Canandaigua, New York on June 14, 2018.

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# Whose Job Is It? Strategies of a team-based institutional repository



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## About Our Repository



- bepress digital commons
- Run by library staff
- Started in Fall 2012
- Currently has 5,063 works

## Library Staff Involved

### Core Decisions Made by Those in Bold

- **Library Director**
- **FDP Coordinator**
- **Access Services Librarian**
- **Technical Services Department**
- **Systems Librarian**
- Access Services Department
- Systems Department
- Archives
- Serials
- Liaison Librarians

## Communication

### FDP Coordinator

- One contact email address : fisherpub@sjfc.edu
- Coordinator answers emails and phone calls
  - Directs specific questions to pertinent staff
- Coordinator is 20% FDP, but this varies
- Official title: ILL Coordinator

## Benefits

### Why this method?

- Retirement created opportunity to rework ILL position into ILL/FDP Coordinator
- One central communication point for SJFC community
- Balance of responsibilities for staff
- Can utilize expertise of entire library staff

## Adding New Content

### Undergraduate Works

#### Staff Involved: Liaison Librarians, FDP Coordinator

- Faculty contacts Coordinator or liaison librarian when they have student work to post
  - Librarians forward requests to Coordinator
- Coordinator contacts faculty with self-submission instructions for students
- Students submit their own work, electronically signing submission agreement
- Coordinator approves submissions

### Faculty Works

#### Staff Involved: FDP Coordinator, Technical Services, Library Director

- Coordinator obtains faculty CVs, investigates permissions and uploads works
- New works also received from:
  - Fisher Scholarship Celebration
  - Google and NLM alerts
  - College News
  - Faculty authors contacting FDP staff, liaison librarians, or library director
- Book publications shared with Technical Services
  - Added to Fisher Bookshelf section of FDP, copies purchased for collection and archives

### Journals

#### Staff Involved: Systems Department

- Systems partners with journal staff
- Student-run journals
  - Upload own content into site
  - Contact Systems when ready to close issue
- Other SJFC journals
  - Systems receives completed journals
  - Systems staff uploads to site
- Systems also uploads back issues of journals

### Graduate Works

#### Staff Involved: Liaison Librarians, FDP Coordinator, Technical Services, Serials

- Liaison librarians forward requests from faculty members to Coordinator
- Coordinator contacts faculty with instructions for students to self-submit
- Technical Services approves submissions
- Digital copy saved to disc, added to archives
- Ed.D. students submit signed paper submission agreement and dissertation to program's assistant director
  - Assistant director ensures all content is included and sends to FDP staff
  - Serials binds, Tech Services adds to catalog

## Future Goals and Outreach

### Strategies for Promotion

- Fisher Scholarship Celebration
  - Submissions uploaded to FDP
- Download statistics shared with Deans
- Author dashboard promoted to authors
- FDP LibGuide available for reference
- Director shares information at faculty events
- Librarians share with their liaison areas

### Future Goals

- Increase awareness among library staff not directly involved
- Create FAQ for SJFC community
- Expand LibGuide
- Add more undergraduate work
- Increase faculty participation
- Addition of Archives/Special Collections
- Celebrate milestone download counts

### Challenges

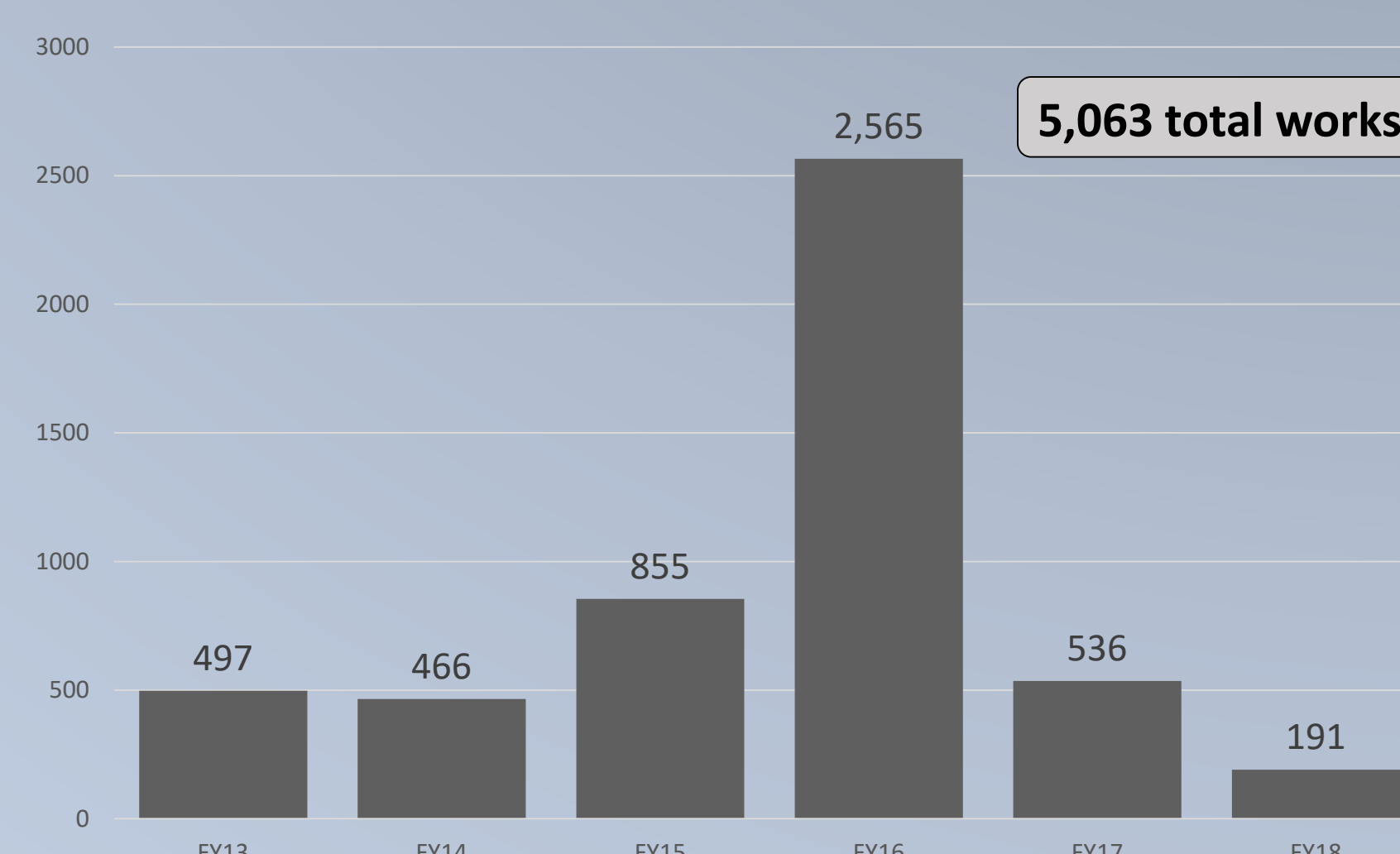
- Prioritizing FDP during school year
  - Each department has different responsibilities
- Confusion among those not regularly involved
- Obtaining responses from faculty:
  - Either no response, or they contact liaisons instead of FDP directly
- Group consensus needed for big decisions
  - Again, different priorities

## Achievements

- Solidified roles and responsibilities of core staff
- FDP includes works from faculty, staff, and students from all five schools
- Top Student areas: Education, Nursing, Sport Management, The Review
- Past issues of literary magazine uploaded
- Reached 1.5 million downloads this summer

## Statistics

Works Added Per Year



Downloads Per Year

