

# UT Digital Repository: 11-12 Annual Report

**Date** March 29, 2013  
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Amy Rushing, Head of Digital Access Services  
**From** 09/01/2011  
**To** 08/31/2012

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## 1. Executive Summary

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Over the 2011-2012 year, twelve sub-communities were developed in the production instance of the UTDR. These communities are managed by the IC<sup>2</sup> Institute, LBJ School of Public Affairs, Mesoamerica Center, Plan II, COERLL, Blanton Museum of Art, Radionavigation Lab, and UT Libraries. In addition, 109 collections were added to the UTDR in FY 2012.

The majority of UTDR submissions come from the Vireo ETD submission system, and campus units. Few independent students, faculty, or staff have submitted works to the repository. The overall feedback is positive from campus units. They like making their works visible and searchable on an online platform and they love the preservation aspect of the UTDR. However when it comes to authorization and restriction management, some campus units are still having issues with the platform's constraints.

On average UT Libraries staff spend an aggregated 77 hours a week working on the UTDR. Because of some staffing changes, some of the UTDR Management Group's FY2011 tasks have become FY2012 tasks, but many of the FY2011 tasks were completed and some important developments were accomplished: brochures and bookmarks were printed which can be used to market the repository, a collapsible browse list was added to all communities which makes browsing much easier, relationships with TACC and campus ITS have been cultivated, and the Data Management @ UT website is up and running.

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## 2. Annual Review of UTDR

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**Annual review of the UTDR online platform by curators and library staff, the online platform's interface and policy updates, and the online platform's statistics.**

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**Input from Curators** was gathered during the UTDR Annual Review.

Please describe any difficulties or problems you've had with UTDR over the past year.

- The only difficulty we've had has to do with the bulk import of files named with Cyrillic characters (in UTF-8), which we would like to keep in order to preserve links within layout documents (and because it will be a real hassle to transliterate the filename of each of more than 1000 files).
  - None
  - Some frustrations with the general slowness of the submission process, specifically:
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uploading larger files, creating collections of multiple files, adding multiple subject keywords. Also: had a problem with thumbnail previews not appearing for JPEG image files in submissions.

- A bug related to changes in Creative Commons licenses that required a workaround in our submission workflow; problems with displays of repository search results in IE; inability to export metadata from a collection requiring assistance from repository manager; error messages when trying to view items in one of our collections; inability to update e-person email address without assistance from repository manager.
- See recommended functionality in item three below.
- Frequent “Cocoon” error problems. Occasionally have problems with it taking a very long time to upload a file. Also, some problems with it not letting you edit a file when you are logged on and are authorized to edit it.
- We’ve used UTDR the most this year out of any other year, and now that we have grown accustomed to its idiosyncrasies, we have not had any major difficulties over the past year.
- None that I can recall.
- No unexpected technical difficulties.
- The necessity of having to upload files one at a time is very problematic. A batch upload feature is really needed here.
- New user.

Please describe any positive experiences you’ve had with UTDR over the past year.

- On the same issue, UTDR staff have been extremely helpful and proactive in working with us on this question (even if we haven’t found a solution). A number of people participated in an email discussion, and several checked up on the issue after we’d let it pause for a while.
  - Things are up and running smoothly.
  - When I contact the UTDR admins, the image thumbnail problem was resolved almost instantly. The UTDR team is responsive and very helpful. (Let me add: it’s easier to notice the things that go wrong than it is to notice the things that don’t; despite the fact that I listed more specific things in the “difficulties and problems” box than in the “positive experiences” box, all in all I think the UTDR is a well organized and managed system.)
  - Quick responses to and timely fixed for all the problems I reported.
  - Colleen Lyon has been extremely responsive and helpful. She’s trained myself and one of my assistants to use the repository.
  - Except for the Cocoon errors, the other above problems happen a lot less frequently than they have in past years. In general, the UTDR has been running much smoother than in past years. I also like the additional functionalities (such as the use statistics, and the ability to search by subjects, etc.) that have been added relatively recently.
  - Generally easy to use.
  - My supervisor is starting to take notice of our use of UTDR and how it can be used as
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a tool for collection donor relations.

- The system is very reliable and dependable; it delivers what I expect from an institutional repository, and that to me is very positive.
- The UTDR staff are always extremely helpful. We've been pleased to see reports and papers that we've added to UTDR show up in Google Scholar.
- The dc template is fairly user-friendly.
- New user.

Please describe any functionality you'd like to see added to UTDR.

- Simpler batch ingest procedures (although the current ones work fine for us, there is a learning curve, and each time our software changes, we have to figure out a new way to make jpg thumbnails of everything), and support for non-Latin UTF-8 character sets!
- n/a
- It would be great if one could select and upload multiple files during the "Upload" step of the submission process without having to do them one at a time. Also it would be great if someone could script a placeholder into the Subject Keyword field so that, when you enter a new keyword and click "add", it puts the cursor back in the Subject Keyword field so that one does not have to scroll down and click each time.
- One technical feature of the UTDR that is missing is the ability to set different permissions (publicly accessible or behind the login wall of a UT EID) for different materials within the same collection.
- A lot of times, I am in a collection or on a specific record, and am not logged-in. Then I notice something that needs to be edited, so I log-in. Once you log-in, it takes you out of the collection you are in and off the record you are viewing, and then you have to search for it again to edit it. It would be help if, when you log-in, it keeps you on the record you were viewing when you hit the log-in button.
- It would be nice to be able to save keywords, so that you do not have to re-add them for every submission.
- A web-based form for batch uploading.
- Can't think of any, it's pretty complete as is.
- It would be nice if the data entry and editing process were a little smoother and more "AJAX-y," with fewer page loads. I've hacked some code to pull XML out of UTDR and convert it to a format that can be added to a WordPress site and a "batch" basis. In an ideal world, the protocols would be rich enough and the performance zippy enough to support doing something similar on a live basis, rather than replicating UTDR data in my database.
- See no. 1 above about batch loading of files. For content involving serial titles uploading issue by issue or pdf by pdf is a real step backward.
- Ability to add metadata to individual items that are uploaded as a group.

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**Input from Library Staff** was gathered during the UTDR Annual Review.

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Have you talked with faculty or students about the UTDR over the past year? If yes, please briefly explain the context of the conversation and what reaction the faculty/student had.

- Yes. Primarily to raise awareness.
- Yes, Working with faculty and staff to submit a proposal for scanning the department's research reports to be uploaded into the UTDR.
- Yes, tried to explain purpose. Faculty still puzzled about limited access options, wanting a place to just put "their" stuff without nec making it public.
- No, sorry
- Yes, several times and continue to do so, including sharing the UTDR in a Minute. A few unique papers and publications have been deposited. Feedback has been minimal but always positive.
- No
- Yes, I've encouraged them to use the IR, especially for conference materials and white papers. Graduate students seem more interested than faculty because they want their work to get out there somehow. Faculty are more focused in getting printed in high-impact journals.
- I pointed a faculty member to the repository over the phone – they were looking for an engineering article by fellow faculty. He was unaware of the source and found other helpful information on the site.
- I discuss the UTDR whenever I can, both as a place to put stuff, and as a source for information. People are interested, but unless they have used it already, I think they have a hard time conceiving what it is and how it can help them.
- Mentioned as a source for our own theses/dissertations (several times, mostly with grad students) Mentioned as a possible location to make documents available.
- Yes, as a repository for Master Design Studies (the equivalent to a thesis for the Master of Architecture II program). Starting this term, it will be required that students submit their MDS online.
- Yes. I did have a faculty member and department chair ask about how the library could assist with digital storage issues.
- Several retired faculty asked me about their "libraries/reprints/publications." They aren't digital. I suggested they cull out some important ones and then we could talk about options. Nothing came from them.
- Yes. I've talked about it to a few groups of faculty and some students and they all seemed interested and also surprised that we offer a service like this.
- I've talked with staff about the UTDR, namely subject specialists involved with digitization projects and interested in making access available to scanned materials through the UTDR (which has already happened or will happen).
- Yes; the conversations I remember concerned theses and dissertations. Found items bring appreciation and relief.
- I haven't had any in-depth discussions, but faculty in the Signature Course program who had students win our Information Literacy Award have continued to point their classes toward the winning paper in the UTDR as an example of quality course work.

Please describe any issues that make it difficult for you to discuss the UTDR with faculty, staff, or students.

- Not so much with issues for discussion.
- None,. Library staff have been very helpful during the process of submitting the scanning proposal. Departmental staff were complimentary about UT Libraries assistance.
- Copyright copyright copyright
- No issues. It's just a matter of getting information out there and the UTDR in a Minute makes it easy to do! Thanks for all the hard work!
- Faculty are less interested when they discover then have to do the ingest work themselves!
- None, showed it to a graduate student – most impressed, Use it as a teaching tool for searchers in ILS to be aware that University websites may have similar location for grey literature requested by our patrons.
- People are not sure what the difference is between the repository, a data storage facility and a work space. They want it to be whatever they need at the moment, so it is up to us to define it and purpose it so it serves the actual client properly.
- Nothing I can think of at the moment.
- I had my ipad with me and wanted to show what was available but the links to images were not working. I hope it was not a missed opportunity.
- Sadly they aren't interested.
- None
- I haven't encountered any issues.
- This isn't actually a bad thing – I don't know all the details concerning the UTDR. It is good to have experts to contact.
- N/A

**Interface Updates** that were done in FY2012.

- Collapsible browse list added to each community
- Implementation of custom file layout with custom icons
- Added metadata linking

**Policy and FAQ Updates** that were done in FY2012.

- No majors updates or policy changes

## Statistics

### Site Usage Overview – Google

- 171,166 Visits for all visitors
- 531,012 pageviews for all visitors
- 3.11 Average pageviews for all visitors
- 77 % of visitors are new

### Dspace internal

- 41,694 Estimated Searches Performed (09/1/2011-08/31/2012)
- 1,797 Estimated Logins (09/1/2011-08/31/2012)
- 35,388 Estimated OAI Request (09/1/2011-08/31/2012)

### Works in UTDR – Dspace

- 16,989 Total Works Archived as of 9/1/2012
- 1,242,394 Estimated Works Viewed (09/1/2011-08/31/2012)
- 1,084,636 Estimated Bitstreams Viewed (09/1/2011-08/31/2012)

### 3. Accounting of UT Libraries Repository Work

#### Accounting of repository work by the Digital Access Services, Cataloging & Metadata Services, Technology Integration Services, Digital Library Services, Copyright Contact, other library staff, and the Management Group.

##### Digital Access Services

Amy Rushing and Colleen Lyon

**Head of Digital Access Services** average number of hours a week: 20.

##### Amy Rushing's Duties

- Work with library staff to develop procedures and workflows for deposit and management of content
- Work with campus departments and ORUs to develop procedures and workflows for deposit and management of content
- Perform metadata consultation and training for submitters and curators
- Perform quality control of metadata in UTDR (such as keeping track of Dept name changes, compliance to standards, etc.)
- Oversee all cataloging and metadata UTDR work
- Help troubleshoot and try to resolve issues and problems
- Test features and functionality of new Dspace versions
- Liaison between OGS and Libraries on ETD matters

**Digital Repository Librarian** average number of hours a week: 40

##### Colleen Lyon's Duties

- Oversee day-to-day UTDR operations
- Track progress on UTDR projects and on projects related to UTDR
- Serve as the main contact for questions regarding ingestion and pre-processing of materials
- Maintain communities and collections that the UT Libraries oversees, the "centrally managed" collections
- Submit and/or approve works submitted to "centrally managed" collections, and review and troubleshoot previously submitted works
- Respond to inquiries about collections, submission procedures, and withdrawal of previously submitted works
- Manage the authorizations of prospective and current users to submit works to appropriate collections



- Manage the authorizations of campus departments or ORUs who will manage their own collections.
- Work with other curators on their Collection Description Documents (CDD)
- Monitor and troubleshoot automated text files production for indexing purposes
- Work with library staff, campus departments and ORUs to develop procedures and workflows for deposit and management of content
- Help troubleshoot and try to resolve issues and problems
- Test features and functionality of new Dspace versions
- Outreach to library staff and campus community
- Set agendas and run monthly UTDR management meetings
- Maintain statistics for UTDR and coordinate the completion of a yearly UTDR report

Department/ORU meetings in person or via email about the UTDR (total 50)

- American Studies
- Art History – prospectus collection (2)
- Bat City Review (email)
- Biomedical engineering (email)
- Blanton Museum of Art (5)
- CEER (email)
- Center for Transportation Research
- COERLL
- Department of Government
- Elon Lang (2)
- EMIC (email)
- Energy Institute (email)
- Harriet Tubman Literary Circle (HTLC) (2)
- IC<sup>2</sup> Institute (2)
- Intersections
- LAEDA (email)
- Law School
- LBJ School (3)
- Liberal Arts ITS
- Mechanical Engineering (email)
- Mesoamerica Center
- Michael Webber – Engineering (email)
- Office of Graduate Studies
- Office of Sustainability (2)
- Pharmacy School
- Plan II (3)
- Population Research Center
- Program in Aegean Scripts and Prehistory
- Radionavigation Lab

- Rapoport Working Papers (email)
- Research Certification Program
- Research Week/Office of Undergraduate Studies
- Texas Natural Science Center
- Thomas Jefferson Center
- Undergraduate Law Review (email)
- Undergraduate Research Journal
- Working Group on Law and Democracy

#### Set up Sub-Communities and Collections in the UTDR (total 109 collections)

- Program in Aegean Scripts & Prehistory (PASP)
  - Studies in Mycenaean Inscriptions & Dialect (SMID)
  - Alice E. Kober Papers Finding Aid
  - Alice E. Kober Correspondence
- Department of Government
  - Life & Letters
  - Goodbye and Good Luck!
  - The Burdine Chronicles
- Thomas Jefferson Center
  - Newsletters
  - Faculty work
  - Lecture Series Videos
- IC<sup>2</sup> Institute
  - IC<sup>2</sup> Publications
    - Book Chapters
    - Institute History
    - Institute Reports
    - Working Papers
    - Articles
  - Bureau of Business Research
    - BBR Reports
    - Texas Business Review
- LBJ School of Public Affairs
  - LBJ Journal of Public Affairs
  - Policy Research Project Reports
- Mesoamerica Center
  - Research Notes on Ancient Maya Writing
  - Texas Notes on Precolumbian Art, Writing, and Culture
- McCombs School of Business
  - Creating Fundable Business Plans
  - EMIC Talks
- Working Group on Law and Democracy
- Plan II

- Special Lectures (open and restricted collections)
- 75<sup>th</sup> Anniversary
- Study Abroad Initiatives
- Student Thesis Videos
- COERLL
  - Newsletters
  - Presentations
  - Research and Reports
  - Talks and Lectures
- Blanton Museum of Art (9 sub-communities, 14 collections)
- Office of Sustainability (2 collections)
- EMIC
- Radionavigation Lab
  - Conference Proceedings
- LAEDA
  - Education Data
  - Electoral Data
- Ex Nihilo Student Journal
- Research Week
- Clifford Antone collection
- College of Fine Arts Lectures
- Historical Newspapers
- Library Events
- HTLC
  - Abriendo Brecha

Provided UTDR training (total 19)

- IC<sup>2</sup> Institute (2)
- COERLL (1)
- Office of Sustainability (1)
- LBJ School (2)
- Harriet Tubman Literary Circle (2)
- Mesoamerica Center (1)
- Working Group on Law and Democracy (1)
- Blanton Museum of Art (3)
- Program in Aegean Scripts and Prehistory (1)
- Radionavigation Lab (1)
- Texas Natural Science Center (1)
- Elon Lang (1)
- Plan II (2)

Departments represented in Faculty/Researcher Works, the main centrally managed collection – 288 works

- Biochemistry - 2
- Civil, Architectural, and Environmental Engineering- 2
- Communication Studies- 143
- Engineering Mechanics – 1
- French & Italian - 1
- Geological Sciences- 43
- Government- 5
- Information, School of- 3
- Jewish Studies- 1
- Latin American Studies- 50
- Materials Science and Engineering- 1
- Mechanical Engineering- 1
- Middle Eastern Studies- 1
- Physics- 2
- Spanish & Portuguese – 1
- Thomas Jefferson Center - 1
- UT Libraries- 29

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### **Cataloging & Metadata Services Work**

Jee Davis, Amanda Lancaster, Ann Marchock, Zach Fischer, Debbie Thompson, Marjie Lawrence, David Melanson

Average number of hours a week, per cataloger: 6

#### Duties

- Participate in the UTDR Management Group (Davis)
- Resolve any issues, regarding descriptive metadata and cataloging records
- Clean up metadata in UTDR as needed
- Submit works to UTDR coming through digitization
- Update catalog records with UTDR handle if needed or create new record in OCLC
- Edit and enhance metadata for all ETDs coming through Vireo system
- Submit Non-Vireo ETDs to UTDR

#### Work Statistics

- Non-ETD Works submitted to UTDR on behalf of someone else – 463
- ETDs submitted via Vireo– 1414
- ETDs submitted via UTDR—340
- Serial titles submitted to UTDR: number of titles (number of issues attached to title) – 15 (336)
- Individual serial issues submitted to UTDR - 61

**Technology Integration Services Work\*** average number of hours a week: 3.  
Steve left in February 2012.

#### Duties

- Maintain DSpace/Manakin interfaces (Steve Williams/Aaron Choate)
- Stay abreast of DSpace and general repository developments, and participate in DSpace community as appropriate (Aaron Choate, Steve Williams)
- Create theme enhancements (Steve Williams)
- Develop web functionality (Steve Williams)
- Develop graphical components (Matthew Villalobos)

#### Work Highlights

- Collapsible browse list added to each community
- Implementation of custom file layout with custom icons
- Added metadata linking

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**Digital Library Services Work** average number of hours a week: 8.  
Ladd Hanson, Jon Gibson, Michael Ackerman

#### DLS Duties

- Apply configuration changes
- Create scripts and processes for managing batch imports and exports
- Import new content from batches
- Maintain a pair of redundant DSpace instances for UTDR testing and staging work
- Maintain a pair of redundant DSpace instances for UTDR production
- Upgrade software
- Verify, test, and apply patches

#### Work Highlights

- Imported batches
- Improved system monitoring with Nagios
- Worked on upgrade to DSpace software to version 1.8.2
- Fixed various issues identified over the year

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**Copyright Contact Work** average number of hours per month: less than one hour

#### Lexie Thompson-Young's Duties

- Keep Copyright and Licensing Policy current with best practices
- Keep copyright section in the Collection Description Document (CDD) current

- Consult with and train UTDR curators to review their works for copyright issues
- Help normalize copyright review
- Answer copyright and licensing questions

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### **Other Library Staff Work**

Other library staff submit works to the UTDR or help manage UTDR collections. Dennis Trombatore submits works on behalf of Geology faculty. Christian Kelleher, Tiffany-Kay Sangwand, along with others in the UTDR Management Group, manage the Human Rights Documentation Initiative Collections. Mindy Johnston and Karen Holt submit works on behalf of the College of Fine Arts and the Fine Arts Library. Kent Norsworthy manages the LLILAS collection. Jennifer Lee, Wendy Martin, and Anna Lamphear assist with scanning, modification & clean-up of audio and visual files, and assist with any digitization or preservation workflow or best practice questions.

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### **Management Group Work** average number of hours a month: 1 for meeting

The group meets the third Thursday of each month from 3-4pm.

#### Duties

- Serve as advisory group for ongoing UTDR operation
- Resolve issues that cut across functional areas that support the repository
- Produce regular reports on the UTDR and the activities of the Management Group

## 4. Goal Assessment

The goal for 11-12 was to complete the Top Tasks.

Top Tasks	Status	Notes
1. Upgrade to DSpace 1.8	Ongoing	Bug fixes for 1.8.2 are almost complete
2. Add collapsible browse list to each community	Completed	Collapsible browse is functioning
3. Make UTDR brochures available	Completed	UTDR brochures have been printed and distributed
4. Make UTDR bookmarks available	Completed	UTDR bookmarks have been printed and distributed
4. Investigate customization of statistics for public view	Postponed	Progress stopped when Steve Williams left. Needs to be picked up again
5. Repository evaluation	Postponed	We have decided to test Fedora on digital projects and in the process decide if it would be a good tool for the UTDR
6. Communication/outreach to library staff	Ongoing	UTDR in a Minute is being sent out monthly, brochures have been developed, and outreach activities are being planned.
7. As needed xmlui tasks	Postponed	Until he left, Steve Williams made changes and enhancements to the xmlui as needed.
8. Develop relationship with TACC	Ongoing	Developed a partnership with TACC and ITS to create a suite of data management services for faculty to use.
9. DSpace auditor	Ongoing	The DSpace auditor will be included with 1.8.2
10. Develop/schedule information exchange with campus	Canceled	Replaced with current outreach program

<b>13. Create online guidelines for NSF data management plans</b>	Completed	The guidelines are available through the Data Management @ UT website
<b>14. Meet with college deans</b>	Postponed/Adj usted	Decided to inform college deans via email of outreach efforts
<b>15. Make data management website public</b>	Completed	Website is up and running
<b>16. Document steps for creating new sub-community/collection</b>	Completed	Checklist has been created and is currently being used

## 5. Major Issues Encountered

### Repository Visibility

Right now the repository is not visible to Google Scholar. There is a problem within our theme which is causing metadata tags that are required by Google Scholar to be suppressed. The negatively affects the accessibility of items within the repository and the overall visibility of UTDR.

### Cumbersome submission process

The subject field of the submission form only allows one keyword at a time to be entered. Adding that keyword refreshes the screen and moves the user back up to the top of the submission form. If you want to enter multiple keywords to enhance discoverability it requires a rather tedious process of clicking add, waiting for the screen to refresh and then scrolling back to the subject field to repeat.

### Assigning DSpace privileges to curators

DSpace still does not allow community and collection administrators to fully manage their collections. They are unable to change authorizations for some functions like Read access. The UTDR Curator is able to make adjustments as requested, but it is frustrating for those trying to manage their collections.

### OAI-PMH

There continues to be a problem with our metadata exposed by OAI-PMH. For some reason, <dc.creator> is not showing up, however <dc.contributor> is. For works with a contributor, it appears that the contributor is the author. This issue has been resolved for the TDL ETD Federated Repository, but for other repositories harvesting our data, such as



Western Waters Digital Library, and the OCLC Digital Gateway, <dc.creator> is not showing up.

File size limitations

Any files over 512MB sometimes cause problems with uploading and downloading. Files larger than 1GB generally are not feasible within DSpace.

## **6. Looking Ahead to 2012/2013**

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### **FY 2012/2013 Tasks**

1. Make statistics for each work more visible
  2. Continue current outreach activities
    - a. Contact at least 25 new individuals or units
    - b. Create at least 5 new collections
    - c. Host at least 2 informational sessions for UTL
  3. Upgrade to DSpace 1.8
  4. Investigate whether change to subject field in submission form is possible
  5. Make changes to submission form based on feedback from iSchool usability professor
  6. Meet with groups on campus doing similar work
  7. Make repository more visible – currently not being indexed by Google Scholar
  8. Fix theme errors within UTDR
    - a. xmlui messages need to be hidden
    - b. community descriptions are not displaying
    - c. problems with the BCAH theme
    - d. No bread crumbs on static pages
  9. Turn on faceted search
  10. Update codex for media player so that more file formats work
  11. Change the order of items on the Submission page – active submissions should be listed before completed submissions
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## **7. UTDR Management Group Members**

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1. Mark McFarland – Co-Sponsor
2. Robin Fradenburgh – Co-Sponsor
3. Robyn Rosenberg
4. Aaron Choate
5. Ladd Hanson
6. Colleen Lyon
7. Jennifer Lee
8. Amy Rushing
9. Alexia Thompson-Young

10. Jee Davis

11. Kent Norsworthy

\*Submitted without official TIS report