UT Digital Repository: 13-14 Annual Report

Date December 19, 2014
Submitted By Colleen Lyon, Scholarly Communications Librarian
From 09/01/2013
To 08/31/2014

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1. Executive Summary

There were some noteworthy changes with the UTDR in 2012/2013. We changed the meeting schedule for the UTDR Management Group. The group now meets three times per year rather than every month. Catherine Hamer and Fred Heath were added to the Management Group so they can stay informed of work going on in UTDR. We also formed a new group called the UTDR Technology Group. This group includes people from Aaron Choate's and Ladd Hanson's units. On average UT Libraries staff spend an aggregated 97 hours a week working on the UTDR.

Over the 2012-2013 year, 21 sub-communities were developed in the UTDR. Most of these added communities are managed by the library, but the Ray Marshall Center for Human Resources and the Center for Transportation Research manage their own communities. In addition, 57 collections were added to the UTDR in FY 2013.

Many items on the 2012/2013 Top Tasks list were not completed. That is in part because we created the UTDR Technology Group this year. The group looked at all the outstanding UTDR issues and ranked them according to importance and ease of completion. This necessarily moved some 12/13 Top Tasks into a backlog queue.

We were able to hire a student worker last year. That student, Franny Gaede, worked 10 hours a week; mostly on uploading and editing items in UTDR. One of Franny's projects was getting all the UT Austin-authored articles from PLoS into UTDR. This project added over 200 articles to the Faculty/Researcher Works collection.

We created a Twitter account to help increase awareness of the types of materials in UTDR. Every weekday we try to highlight one item in the repository. Tweeted items usually get between 20-50 views within a 24-hour period.

The majority of UTDR submissions still 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. Users also love the statistics available, but reporting them is a very time consuming process. Authorization and restriction management, along with a lack of a streamlined submission process, continue to be problematic issues.

2. Annual Review of UTDR

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.

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.
- No new difficulties
- It is hard to navigate to our collection. Couldn't it be linked under the user account profile? The submission form is very [time] consuming to fill out. Would be nice if we could submit multi data fields (contributors/keywords) at the same time to speed things up.
- I'm not sure anything can be done about these problems but Vireo ETDs where the PDF has heavy illustrations take a very long time to transfer to the UTDR. I also get error messages where Vireo files will not transfer to UTDR or will give an error message and then transfer later.
- Sometimes it has a very slow loading time
- None
- There are still a number of times when files will not load to the UTDR from Vireo. This problem may be on Vireo's end, not the UTDR, however.

Please describe any positive experiences you've had with UTDR over the past year.
- We've enjoyed the ability to reliably point people to our content.
- We got some good statistics about the downloads of our Newsletters in our collection.
- Editing in UTDR is very easy and straightforward, for the most part. The instructions are very clear and readable.
- Really happy to have some of our works in the repository and seeing the statistics on each item.
- Everything is working great.
- Had a good orientation with the staff and have been able to contribute several reports since this summer.
- As each year goes by, there have been less and less problems with loading from Vireo. In general, the UTDR is very easy to edit and work with.

Please describe any functionality you'd like to see added to UTDR.
- More control over accessibility. We'd like to be able to easily make certain videos

accessible to the public, and other videos accessible only to people who have a UTEID.

- Would be great if we could clone older submissions, because the data submitted for our newsletters are always pretty much the same. Only the contributors, the titles, and the file changes. That would speed up the process for us.
- I would like to be able to edit in the review format. When editing a large block of text, such as an abstract, it is difficult to do in the more compressed format.
- On the "Work Submission: Describe" page, it would be nice to have the "Add metadata" dropdown box that allows you to add additional fields that are useful to a single submission but not one of the common fields included (Especially at the Reviewer stage). Also, to be able to batch update all items in an already submitted collection to add a field or change text in a field.
- None
- I would like to be able to sort reports I upload by report number. (You may be able to do this already, but I'm not sure how currently).
- It would be great if the UTDR could automatically add the dc.description.department field from the other department name field, when loading from Vireo. Also, the advisor field should not necessarily be a required field. The advisor is often unknown on older digitized ETDs.

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

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. In a faculty meeting. Faculty seemed interested. Conversation veered off to issues related to tenure review, annual reports, etc. They were interested if these documents would be in the UTDR. There is an interest and confusion as to where these types of UT records are stored and accessed.
- Yes, retired dance professor looking to have the archive of his videos from 30 years of performance in Austin
- I discussed the Repository with staff members in a discussion on scholarly communication that started from a question about the cost of databases. They were interested to learn about the Repository and were glad to know that it exists.
- Yes. The context was providing reference assistance. I remember in-person communications. Sometimes we were looking for specific items – usually dissertations and theses – and sometimes for documents to satisfy requirements of an assignment.
- Spoke to a member of the music school faculty about using UTDR for learning objects. I think he was hoping for one stop shopping and am not sure if he followed up on my recommendations. He had needs for sharing audio files with potential copyright and IP issues. He also wanted to share works that were not created by UT scholars.
- I haven't talked with faculty, but have had conversations, broadly with staff and

colleagues about the UTDR as an example of where to find resources to support MOOCs, and with students about the possibility of looking there to find papers and theses/dissertations by UT Austin authors. And I'm an enthusiastic supporter of the digitization initiatives for things like the Texas Adopted Textbook Lists, historic newspapers, and the UT/UT Libraries-related archives that have been or will be added to the UTDR. Did I also hear about a Cactus Yearbook digitization initiative? Maybe I imagined/wished it.

- Yes. I encouraged some student-run publications to deposit in UTDR. I have also mentioned it to grad student groups.
- Yes, we started collecting Master Design Studios for the MA arch II program and have also been discussing using UTDR for video recordings of lectures at SOA
- I have urged several people to place materials in UTDR – some have, some haven't, but I think those that have have not had complaints.
- Had the opportunity to mention UTDR to the new director; I sent an example of a recent submission and he was impressed.

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

- As a liaison and for those folks that might scope it out on their own, it would be nice to have some visual communication on how it works and what is offered. Just as with any other issue within the library setting, we should always point the user to the subject specialist. So we just introduce UTDR and then point them to Colleen.
- Not knowing exactly what I can promise and what I can't and exactly who to refer to to find out.
- Nothing other than lack of time/opportunity
- I admit to being confused about accessibility to the outside world, so my explanations are muddy
- No issues
- None, and I know where additional help/expertise can be reached if and when I encounter questions or difficulties
- Can't think of anything!
- The main issue is that we don't have easy ways to repurpose the materials in the UTDR and that there is little to no flexibility for the public interface.
- Faculty of course want someone to do it all for them. That gets the best buy in (if you can call it that under those circumstances). This is especially true if there is only a small amount of material to process – no one wants to go through the process for one or two items – and of course no one wants to go through the process for lots of items either!
- None

Interface Updates that were done in FY2013.

- Upgrade to DSpace 1.8.2

Policy and FAQ Updates that were done in FY2013.

- Updated CDD and Sub-community request forms (5-2013)
- Updated DM@UT NSF template (6-2013)

Statistics

Site Usage Overview – Google
- 360,680 Visits for all visitors
- 793,658 pageviews for all visitors
- 2.20 Average pageviews for all visitors
- 82.4 % of visitors are new

DSpace internal
- 95,045 Estimated Searches Performed (09/1/2013-08/31/2014)
- 1,865 Estimated Logins (09/1/2013-08/31/2014)
- 105,010 Estimated OAI Request (09/1/2013-08/31/2014)

Works in UTDR – Dspace
- 24,634 Total Works Archived as of 9/1/2014
- 2,075,814 Estimated Works Viewed (09/1/2013-08/31/2014)
- 2,602,066 Estimated Bitstreams Viewed (09/1/2013-08/31/2014)

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
Colleen Lyon, Kathy Isham, and Katie Miles

Digital Repository Librarian/Scholarly Communications Librarian average number of hours a week: 40

Colleen Lyon's Duties
- Oversee day-to-day UTDR operations
- Outreach to library staff and campus community
- 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
- Create metadata templates for collections in UTDR
- 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
- Set agendas and run monthly UTDR Tech meetings and UTDR Management meetings
- Maintain statistics for UTDR and coordinate the completion of a yearly UTDR report

Student Technician average number of hours a week: 10

Kathy/Katie's Duties
- Submit and/or approve works submitted to Library-managed collections
- Work with library staff, campus departments and ORUs to help develop procedures and workflows for deposit and management of content
- Maintain statistics for UTDR
- Compile statistics for campus units
- Help develop metadata templates for collections in UTDR

Department/ORU meetings in person or via email about the UTDR (total 57) -done
- AMURGA Conference Proceedings
- Angela Nonaka (email)
- ANZSANA Conference (email)
- Architecture Library
- Art & Art History
- BattleLab (2)
- BCAH
- Billy Koen (email)
- Biology Instruction Office (email)
- Center for Mexican American Studies Conference (email)
- Center for Teaching & Learning (3)
- Center for Women's and Gender Studies (2)
- Chemical Engineering (email/phone)
- College of Natural Science newsletters (email)
- David Hunter
- Department of Spanish & Portuguese
- Developing Economist (email)
- Electronic Music Studio (email)
- Elon Lang (2)
- Energy Center (email)
- Environmental Science Institute
- Feminist Action Project (email)
- Fine Arts (3)
- Hemispheres
- History Lab (email)
- IC2 Institute
- IPSI (email)
- Jennifer Hecker fan zines
- Katherine Arens (email)
- Larry Carver (email)
- Liberator (email)
- LRC

- McDonald Observatory
- Mel Oakes (email)
- Middle Eastern Studies
- Neighborhood Longhorns Program (email)
- Office of the President image collection (2)
- Orange Magazine (email)
- PASP
- Pat Dickerson – NASA images
- Plant Resources Center
- Rhetoric & Writing (email)
- Stephen Reese (email)
- Texas Center for Disability Studies (email)
- Texas Student Media
- Theater/Dance image collection
- Vector
- Vertebrate Paleontology Collections
- Victor Eijkhout (email)
- Visitors from Morocco

Set up Sub-Communities and Collections in the UTDR (total 122 new collections) - done
- AMURGA International Conference on Island Biodiversity
- The LIBERATOR
- Texas Student Media
  - The Daily Texan
  - Cactus Yearbook
  - Texas Ranger
- Feminist Action Project
- Vector
- The Developing Economist
- Environmental Science Institute
  - GK-12
  - Hot Science – Cool Talks
    - 68 total collections added
- Center for Women's and Gender Studies
  - Performing Justice
- Walter Geology Library
- PMA Library
- Alexander Architectural Archive
  - Oral Histories
  - Reports
- Energy Center
- Department of Spanish & Portuguese

- o   Events
- o   Pterodactilo
- o   Pterodactilo Blog
- Linguistics Research Center
  - o   Metal Translation System
- Hemispheres
  - o   Understanding Migration
- Middle Eastern Studies
  - o   Remixing Religion
  - o   Institute for Communication on Media
  - o   Middle East History Lecture Series
  - o   Workshop on Late Antiquity
  - o   Curriculum Units
  - o   Grants
  - o   Center for Middle Eastern Studies Newsletter
  - o   Dept. Middle Eastern Languages and Cultures Newsletter
  - o   Middle Eastern Studies Newsletter
- Hoccleve Archive
  - o   Hoccleve Lexicon Data
  - o   Time Referents Concordance by Karen Smyth
  - o   International Hoccleve Society
    - ▪   IHS CFPs
    - ▪   IHS Minutes
    - ▪   IHS Newsletters and Publications
    - ▪   IHS Organizational Documents
  - o   Regiment of Princes
    - ▪   Regiment of Princes Archive Support Materials
    - ▪   Regiment of Princes Collation Tables
    - ▪   Regiment of Princes Collation Tables Unprocessed Files
    - ▪   Regiment of Princes Line Index Sheets
    - ▪   Regiment of Princes Manuscript Images
  - o   McDonald Observatory
    - ▪   Classroom Activities and Resources
    - ▪   Dark Skies Initiative
    - ▪   Multimedia Gallery
  - o   Department of Physics
    - ▪   Historical Materials

Provided UTDR training (total 6)

Departments represented in Faculty/Researcher Works, the main centrally managed
collection – 888 works - done
- Alcohol and Addiction Research, Waggoner Center for – 2

- Anthropology – 12
- Art History – 1
- Asian Studies - 8
- Biochemistry - 5
- Biological Sciences, School of – 66
- Biomedical Engineering – 4
- Cellular and Molecular Biology – 49
- Center for Statistical Mechanics and Thermodynamics - 1
- Chemical Engineering – 9
- Civil, Architectural, and Environmental Engineering – 166
- Classics – 6
- Communication Studies - 143
- Computational Biology and Bioinformatics, Center for – 5
- Computer Science – 6
- Dell Pediatric Research Institute – 1
- Economics – 16
- Electrical and Computer Engineering – 1
- Engineering Mechanics – 1
- English – 6
- French & Italian - 6
- Geography and the Environment – 3
- Geological Sciences – 55
- Germanic Studies – 5
- Government – 53
- History – 41
- IC2 Institute - 1
- Information, School of – 5
- Institute of Advanced Technology – 1
- International Business – 3
- Jewish Studies- 1
- Kinesiology and Health Education – 3
- Latin – 1
- Latin American Studies - 51
- Law, School of – 4
- Linguistics – 9
- Management – 1
- Marine Science – 6
- Materials Science and Engineering- 1
- Mathematics – 12
- Mechanical Engineering- 36
- Mexican American Studies – 1
- Microbiology – 12

- Middle Eastern Studies- 12
- Neuroscience – 2
- Operations Research – 3
- Oriental and African Languages and Literature – 5
- Petroleum and Geosystems Engineering - 2
- Pharmacy – 9
- Philosophy – 3
- Physics- 8
- Plant Resources Center – 1
- Political Science – 1
- Population Research Center – 1
- Psychology – 10
- Sociology – 4
- Spanish & Portuguese – 1
- Texas Advanced Computing Center (TACC) – 2
- Texas Natural Science Center – 6
- Thomas Jefferson Center – 1
- University of Texas Research Institute – 1
- UT Libraries- 31
- Women's and Gender Studies – 4

Cataloging & Metadata Services Work

Rachel Berman, Jee Davis, Amanda Lancaster, Ann Marchock, Debbie Thompson, Marjie Lawrence, Anna Tiller, and 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
- Submit new work to the UTDR as requested by bibliographers

Work Statistics

- Non-ETD Works submitted to UTDR on behalf of someone else: 456
- ETDs submitted via Vireo: 755
- ETDs submitted via UTDR: 704
- Serial titles submitted to UTDR (# of issues): 95

- Individual serial issues submitted to UTDR: 62

Technology Integration Services Work average number of hours a week: 3.

Aaron Choate, Dustin Younse, Casey Hunt.

Duties
- Maintain DSpace/Manakin interfaces (Casey Hunt/Dustin Younse)
- Stay abreast of DSpace and general repository developments, and participate in DSpace community as appropriate (Casey Hunt/Dustin Younse)
- Create theme enhancements (Casey Hunt/Dustin Younse)
- Develop web functionality (Casey Hunt/Dustin Younse)
- Develop graphical components (Matthew Villalobos)

Work Highlights
- Repaired DBCAH theme
- Fixed Google Scholar Indexing
- Repaired expand all/collapse all options in sub-community
- Added a PDF form for student permission to static pages

IT Architecture & Strategy Work average number of hours a week: 6.

Ladd Hanson, Jon Gibson, Michael Ackerman, Praveen Potluri

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

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 and Tiffany-Kay Sangwand manage the Human Rights Documentation Initiative Collections. Kent

Norsworthy manages the LLILAS collection. Jennifer Lee, Wendy Martin, Benn Chang, 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. Lexie Thompson-Young and Georgia Harper are available for consultation on copyright issues for UTDR.

Management Groups Work average number of hours a month: 1 for meeting

The management group meets three times per year.
<u>Duties</u>
- Serve as advisory group for ongoing UTDR operation
- Resolve issues that cut across functional areas that support the repository

The technology group meets the second Friday of every month
<u>Duties</u>
- Discuss and prioritize problems related to DSpace
- Troubleshoot and fix high-priority problems
- Make recommendations for further development of UTDR

4. Goal Assessment

The goal for 12-13 was to complete the Top Tasks.

Top Tasks	Status	Notes
1. Upgrade to DSpace 1.8	Completed	1.8.2 running on repositories.lib
2. Make statistics for each work more visible	Postponed	Progress stopped when Steve Williams left. In the technology group backlog queue

3. 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.
4. Develop relationship with TACC	Ongoing	Developed a partnership with TACC and ITS to create a suite of data management services for faculty to use.
5. Fix errors that are preventing Google Scholar from crawling UTDR	Completed	Metadata tags are now visible and Google Scholar can crawl content
6. Fix errors with OAI-PMH	Completed	Harvested metadata is no longer creating problems with dc.creator and dc.contributor
7. Change subject field in submission to allow multiple subjects to be entered at once	Postponed	In the technology group backlog queue
8. Fix community descriptions so that they are displaying	Ongoing	In the technology group current queue
9. Turn on faceted search	Postponed	In the technology group backlog queue
10. Update codecs for media player	Postponed	In the technology group backlog queue
11. Change the order of the Submission page	Postponed	In the technology group backlog
12. Change submission form based on iSchool professor's recommendations	Completed	Updated form to include more intuitive prompts

5. Major Issues Encountered

Need more robust statistics
Every UTDR user wants statistics for the items they upload. Currently, statistics can only be collected manually at the item level. We need some mechanism for automated the collecting and reporting of statistics. This would be a huge selling point for the repository.

Lack of streamlined batch submission process
The batch submission process is rather complicated and requires help from Ladd's unit to

implement. Those two factors mean that we can only offer it to people who are uploading more than 300-400 items at a time.

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.

In addition, the submission process includes six screens that submitters must go through to upload a single item. There is also no way to include additional metadata fields during the submission process without completing changing the submission form for that collection (which can only happen with assistance from TIS and ITAS). The entire process needs to be streamlined and customizable in order for it to be really useful for most units on campus.

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.

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

6. Looking Ahead to 2013/2014

FY 2013/2014 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 4.0
4. Investigate whether change to subject field in submission form is possible
5. Condense submission workflow by removing initial questions page
6. Increase submissions of faculty work by looking for more CC licensed or openly available journal articles
7. Investigate whether the input form can be adjusted during submission (i.e. to add additional metadata fields).
8. Update documentation and/or create new visual (rather than strictly textual) documentation
9. Fix theme errors within UTDR
   a. xmlui messages need to be hidden
   b. Community descriptions are not displaying
   c. No bread crumbs on static pages
   d. Make provenance metadata on collection pages visible to public
10. Turn on faceted search
11. Update codecs for media player so that more file formats work
12. Change the order of items on the Submission page – active submissions should be listed before completed submissions
13. Fix Creative Commons linking on license page

7. UTDR Management Group Members

  1. Robin Fradenburgh – Co-Sponsor
  2. Robyn Rosenberg
  3. Aaron Choate
  4. Ladd Hanson

5. Colleen Lyon
6. Jennifer Lee
7. Amy Rushing
8. Alexia Thompson-Young
9. Jee Davis
10. Kent Norsworthy
11. Catherine Hamer
12. Fred Heath
13. Jennifer Hecker