

# **Digital Initiatives Working Group Progress Report**

**March 23, 2021**

**Presented by Shay Beezley**



**U N I V E R S I T Y   O F   C E N T R A L   O K L A H O M A**

# Why does the Library need a digital initiatives plan?

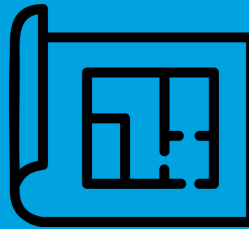
**Improved  
Preservation**

**Improved  
Access**

**Wider Access**

**Enhanced  
Intellectual  
Control**

**Improved  
Information  
Sharing**



**Support for  
Open Access  
Content**



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# Current Digital Collections



## BRAY SCRAPBOOKS

A collection of scrapbooks from 1942-1943, which were made by Oklahoma school children to document their schools' metal scrap drives in aid of World War II armory and ammunition. Includes short school histories, compositions and drawings by students, and newspaper clippings.

ArcaSearch Collection



## BRONZE BOOK ARCHIVE

The *Bronze Book* is the yearbook for the University of Central Oklahoma, first published in 1909 as the *Browser Towser*. There was a four year gap until the *Bronze Book* became a regular publication in 1913 until 2003 when the last edition was printed.

ArcaSearch Collection

## UCODESIGN

### DESIGN ANNUAL ARCHIVE

*Design Annual*, is a UCO campus publication by the School of Design at University of Central Oklahoma (formerly the Department of Design). Published since the 2014-2015 academic year, it is a compilation of works created by students and faculty that demonstrate their award-winning talent.

SHAREOK Collection



## DIMENSIONS MAGAZINE ARCHIVE

*Dimensions* was a monthly lesbian lifestyle magazine published from 1986-1996 based out of Lubbock, TX. Physical copies are held at the library located within UCO's Women's Research Center and BGLTQ+ Student Center. Additional issues of *Dimensions* can be viewed online via J.D. Doyle's Houston LGBT History Archive

SHAREOK Collection



## HERLAND VOICE NEWSLETTER ARCHIVE

The Herland Newsletter Archive is one of the collections offered by Herland Sister Resources, which has been serving the women's community since 1983. The newsletter started out as the *Herland Newsletter* before quickly changing names to *Herland Sister Resources* and finally becoming *Herland Voice* in 1989.

SHAREOK Collection



## OKLAHOMA FASHION MUSEUM COLLECTION

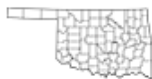
Garments and accessories from prominent women who were members of the OKC Fashion Group, a regional division of *The Fashion Group International, Inc.* Items in the collection range from the late 1800s to 1970s. In 1989, the OKC Fashion Group disbanded and donated items to UCO for use by fashion marketing, costume design, drama, art, and history students.

SHAREOK Collection



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# Current Digital Collections



## OKLAHOMA TOWNSITE CASE FILES

This ongoing project includes 100,000 records from legal proceedings following the historic land openings, beginning in 1889.

View townsite maps, hearing transcripts, deeds, land office records, photographs, receipts, city council meeting minutes, letters, ledgers, and depositions only available in this unique collection.

SHAREOK Collection



## STLR INITIATIVE ARCHIVE

UCO seeks to engage students in transformative learning in six core areas: Discipline Knowledge; Global and Cultural Competencies; Health and Wellness; Leadership; Research, Creative and Scholarly Activities; and Service Learning and Civic Engagement.

The Student Transformative Learning Record (STLR) Initiative Archive includes documents on setting up a STLR program, including presentations, rubrics, staffing, research, etc.

SHAREOK Collection



## UCO FACULTY & STAFF COLLECTION

The scholarly and creative achievements of active and retired University of Central Oklahoma faculty and staff. Items include scholarly publications, theses and dissertations, presentations/posters, research data, open educational resources, and more.

UCO affiliates may complete the [Submission Form](#) to submit items for consideration in the collection.

SHAREOK Collection



## UCO ORAL HISTORY ARCHIVE

The UCO Oral History project began in the late 1980s and includes interviews with UCO alumni, students, administrators, faculty and staff as well as prominent Edmond citizens.

This is an ongoing project with new interview participants accepted with the completion of a [pre-interview survey](#).

SHAREOK Collection



## UCO THESES ARCHIVE

Original research done by UCO students of the Jackson College of Graduate Studies which has been put forth as requirement for earning a Masters or Doctoral degree. Currently, UCO Masters' Theses published December 2007 through present day are available.

SHAREOK Collection



## THE VISTA ARCHIVE

1903 - 2017 in ArcaSearch | 2013 - 2015 in SHAREOK

The Vista was established in 1903 as the student newspaper of the University of Central Oklahoma. The *The Vista* gives expression to the literary life of the school, and keeps the students, alumni and the public informed of the happenings on campus.

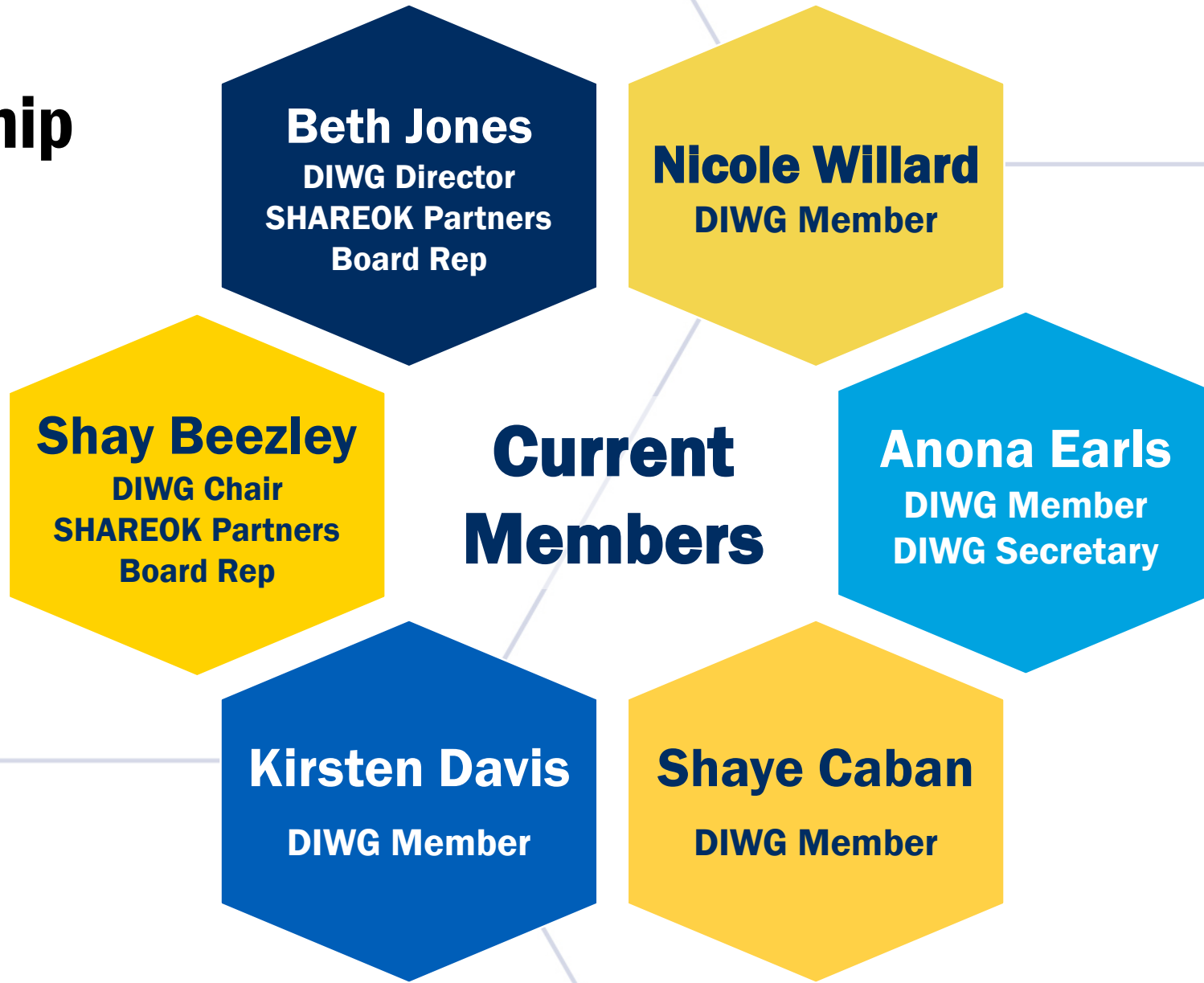
For more information about *The Vista* or to read the most current issues, visit [The Vista website](#).

ArcaSearch & SHAREOK Collection



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# DIWG Membership



# DIWG

## Membership

DIWG creates and implements projects and workflows relating to digitizing objects and providing long-term access to both digitized objects and born-digital objects. To facilitate these tasks, the group is comprised of library staff with one or more of the roles or responsibilities described in the following chart:

Systems	Metadata & Cataloging	Archives & Special Collections
<ol style="list-style-type: none"> <li>1. <b>Department director:</b> Provides technical expertise and leadership, and may represent the Library on outside committees relating to the DIWG's responsibilities</li> <li>2. <b>Website administrator:</b> Creates and maintains web pages relating to library's digital collections</li> <li>3. <b>Primo administrator:</b> Provides input and expertise on display of digital collections in Central Search</li> <li>4. <b>Alma administrator:</b> Provides input and expertise on digital collections' inclusion in Alma</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>Department manager:</b> Coordinates digital projects, provides metadata expertise and leadership, ensures metadata compliance with systems used to house digital collections, and may - represent the Library on outside committees relating to the DIWG's responsibilities</li> <li>2. <b>Metadata librarian:</b> Provides metadata expertise, and completes or oversees completion of metadata by student workers</li> </ol>	<ol style="list-style-type: none"> <li>1. <b>University Archivist:</b> Provides archival expertise and leadership, ensures compliance with archival standards and university and State retention policies, and may represent the Library on outside committees relating to the DIWG's responsibilities</li> <li>2. <b>Archives staff:</b> Provides expertise on day-to-day workflows with digital objects as needed</li> </ol>



# DIWG Membership



For projects with broader implications, feedback will be solicited from a wider representation of library staff, faculty, and/or other campus entities and collaborators



# Updates on DIWG activities



Development of DIWG scope  
Development of policy suite  
Development of SHAREOK collection policy  
Creation of new digital collections  
Planning for the future

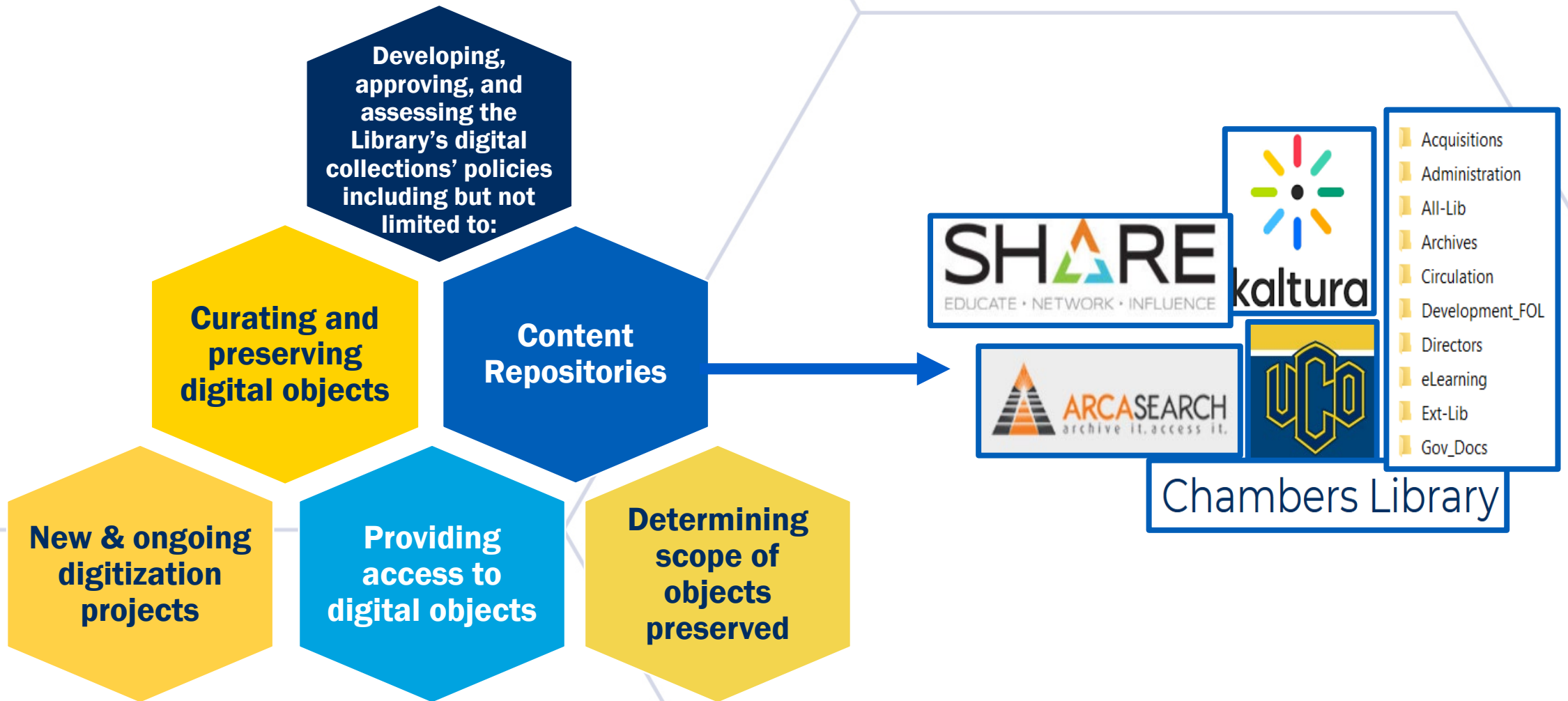




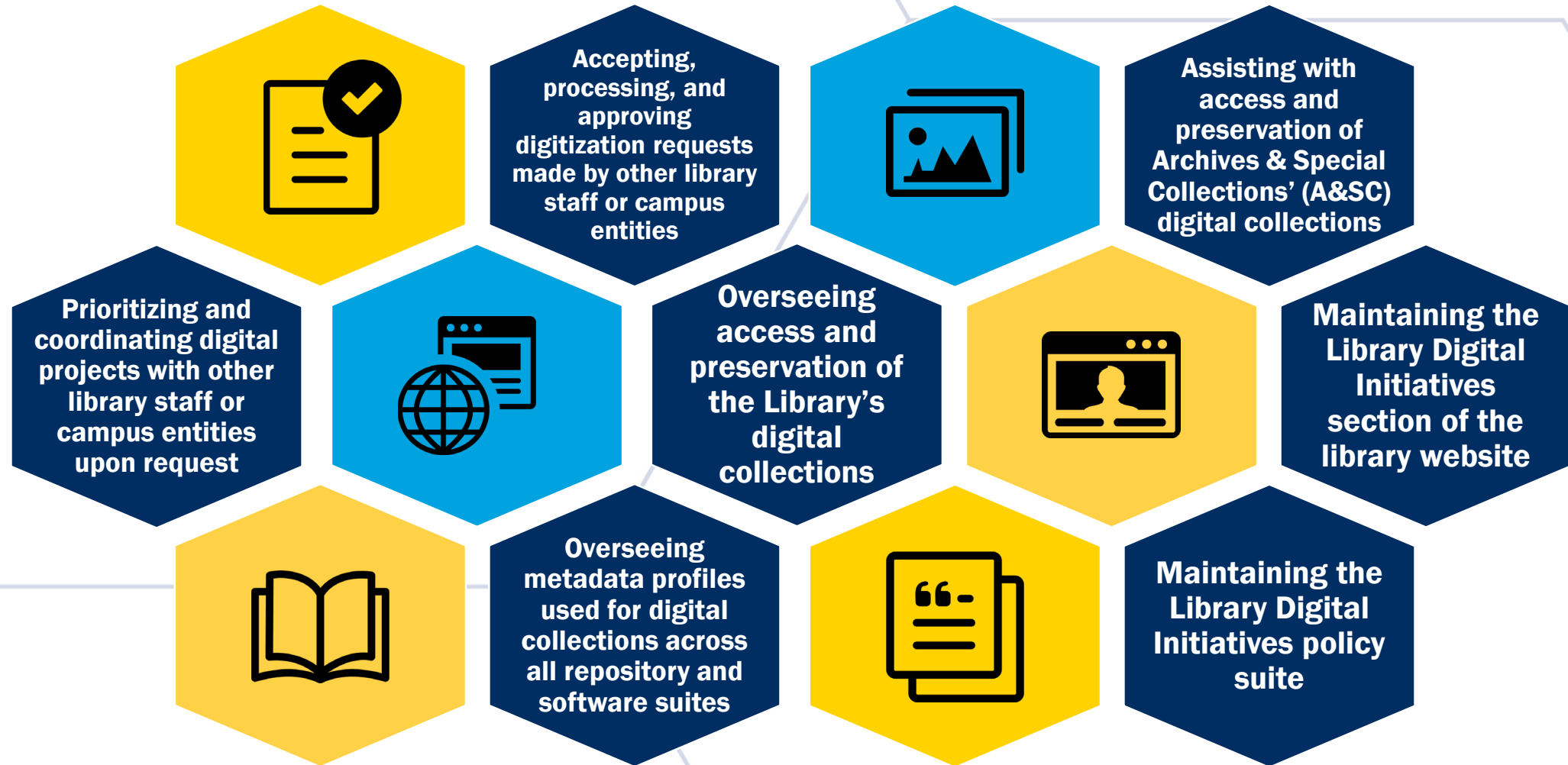
# Development of DIWG Scope



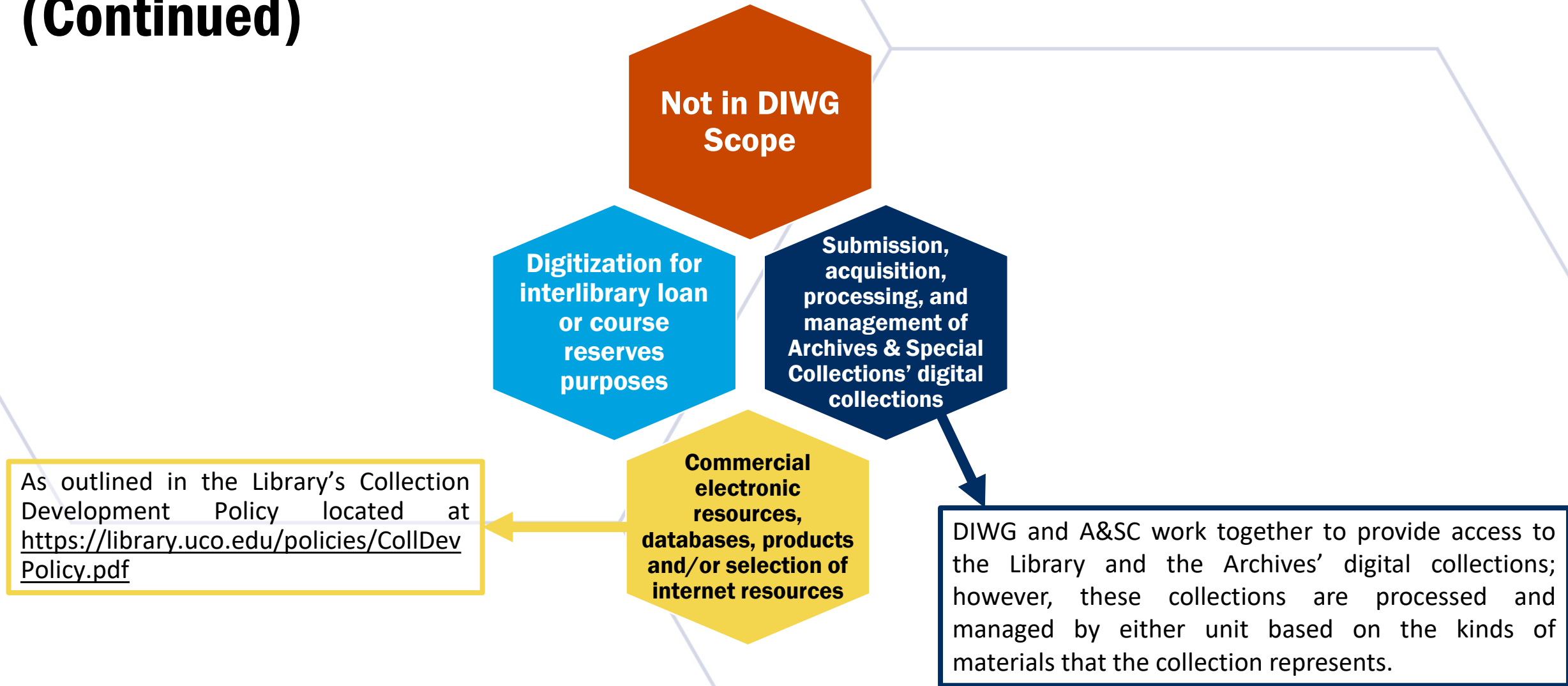
# DIWG Scope



# DIWG Scope (Continued)



# DIWG Scope (Continued)



# Development of Policy Suite



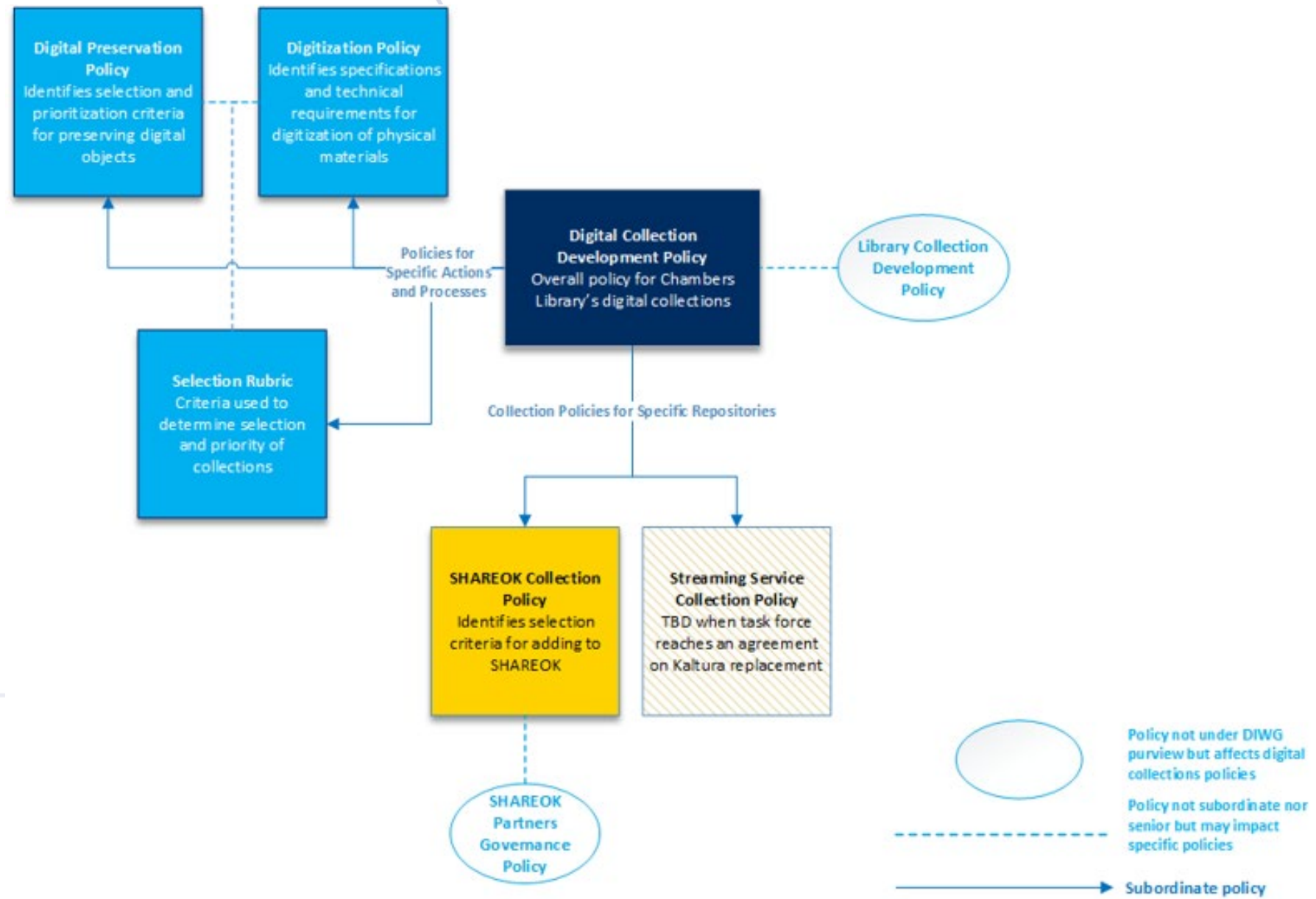
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# Policy Suite Diagram

The DIWG Policy Suite consists of multiple policies that are interconnected and may be informed by outside policies

## Completed Drafts

- Digital Collections Development Policy
- Selection Rubric
- SHAREOK Collection Policy



# Digital Collections Development Policy

- Defines the scope of the Library's digital collections
- Defines the frameworks used for selection, evaluation, and collection intake
- Defines various sub-policies, such as copyright and take-down
- Defines content repositories currently utilized for the Library's digital collections



# Selection Framework & Rubric

DIWG collaborates to identify, approve, and select resources to be added to the digital collections. Working group members provide **initial assessment** of resources based on the following criteria:

1. Relevance to Digital Collections Scope
2. Added Research Value
3. Historical Value
4. Uniqueness
5. Demand

If initial assessment is successful, the following **criteria then are applied to determine priority** for both a time frame for digitizing collections and including digital collections in one of our repositories:

1. Condition
2. Completeness
3. Legal Implications (Copyright, etc.)
4. Existing Physical Access
5. Existing Digital Access
6. Cataloged in Library Service Platform
7. File Type (born-digital only)
8. Digitized Condition (born-digital only)

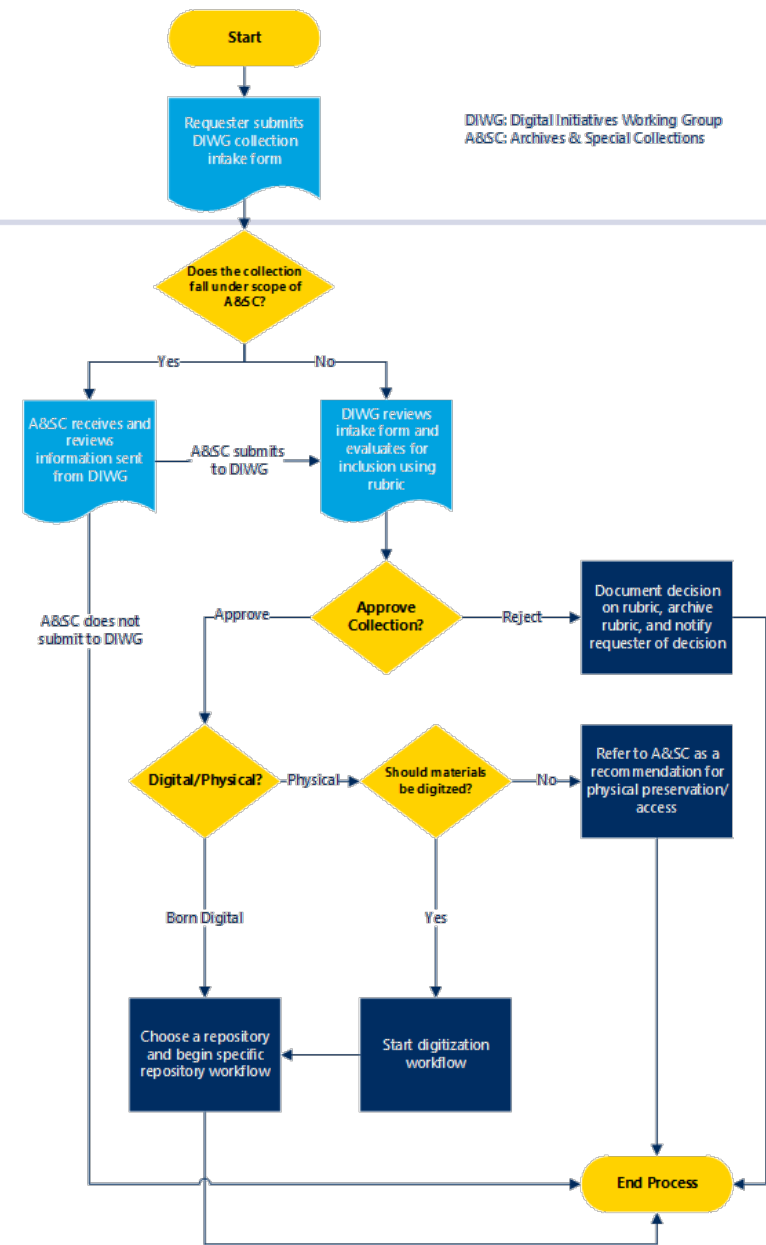




# Collection Intake and Evaluation

Submissions through the [Collection Intake Form](#)

DIWG reviews submission and evaluates with selection framework



# Copyright & Take-Down Policies



## Copyright

No resources may be added to any of the Library's digital repositories without providing documentation of one of the following:

1. Written permission from the creator(s) (preferred);
2. Written confirmation that resource is in public domain or uses an appropriate Creative Commons license; or
3. Detailed evidence of due diligence made in good faith to identify copyright owner without success.

## Take Down Policy

Chambers Library endeavors to ensure all digital resources ingested and made accessible have the appropriate copyright permissions. Individuals or organizations who feel that their copyright may be infringed can contact [diwg@uco.edu](mailto:diwg@uco.edu) for resolution.



# Content Repositories

Repository	Description	Purpose	Content
<b>ArcaSearch</b>	A commercial platform used to search important university publications. Access is available to anyone.	Access	Archival Collection
<b>ShareDrive</b>	Files may be stored on UCO-Lib with access limited to university employees.	Preservation	Restricted Collections
<b>Library Website</b>	Specific collections from Archives & Special Collections are available to the general public, but access may be limited or restricted for some resources.	Access	Open Access or Restricted
<b>SHAREOK</b>	An open-access joint institutional repository between Oklahoma academic libraries. Access is available to anyone.	Preservation /Access	Open Access Collections
<b>Kaltura (Streaming)</b>	A task force for determining a replacement is underway. Access may be limited to members of the Central community for some resources.	Access	Open Access or Restricted



# Development of SHAREOK Collection Policy



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# SHAREOK: Scope



- Materials are submitted by UCO-affiliated creators and are of a scholarly, creative, and/or research-related nature.
- All UCO-affiliated creators' works produced before, during, and after their time at UCO will be accepted, with a preference given to works unavailable in other repositories.

## *UCO-affiliated creators are...*

Faculty, staff, retired faculty or staff, emeritus faculty, graduate students, undergraduate students, academic departments, campus organizations, campus shared governance bodies, etc.

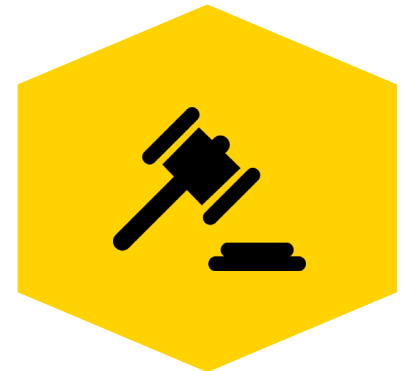


# SHAREOK: License Agreement



All submissions to SHAREOK must be accompanied by a signed copy (/copies if multiple creators) of the ***Author/Copyright Owner Agreement for Inclusion of Materials in UCO Chambers Library's Online Repositories***. This document can be found at <https://libguides.uco.edu/diwig/license>

This document has been approved by UCO's  
General Counsel.



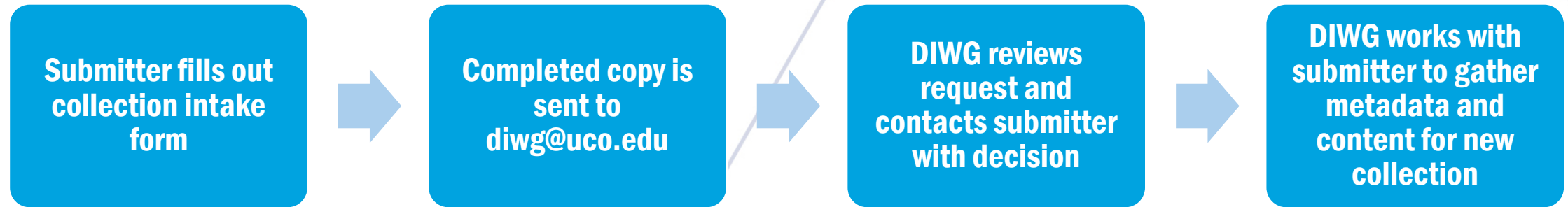
# SHAREOK: Collection Content

Content	Examples	Contributors	File Types
Intellectual output that is educational or research-oriented in nature	Pre- and post-publication papers, technical reports, white papers, theses and dissertations, books and book chapters, lectures and presentations, conference or research fair posters, open educational resources (OER), and datasets	UCO faculty (current or retired), staff, graduate and undergraduate students	.pdf, .doc; .docx; .ppt; .pptx, .jpeg and .png (recommended for images), .zip files (recommended for video, audio, or research data)
Archival value content produced or sponsored by administrative offices, academic units, and student groups	Digital departmental newsletters, administrative reports, compilations of University data, meeting agendas and minutes, and University publications	Archives & Special Collections	
Research and/or teaching value	Datasets, electronic books and multimedia, presentations given at UCO events, and digitized research materials	UCO faculty (current or retired), staff, graduate and undergraduate students	

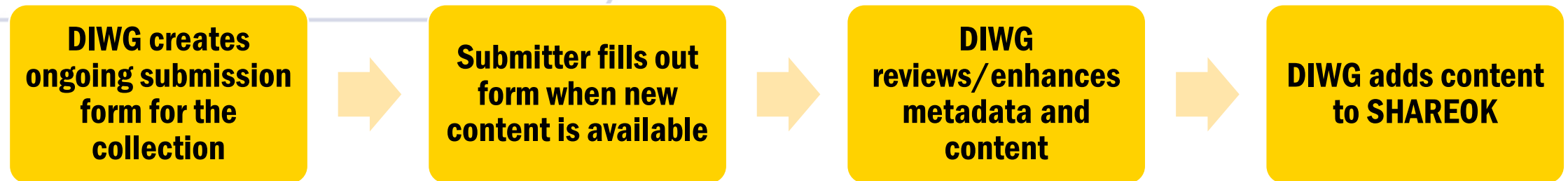


# SHAREOK Submission Process

## Establishing a New Collection



## Submitting to an Existing Collection



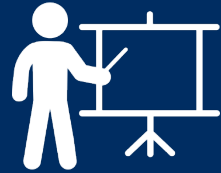


# Creation of New Digital Collections



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# New Collections in SHAREOK



**UCO Faculty  
& Staff Works**

**Works by UCO  
affiliates**



**UCO Graduate  
Theses**

**Campus  
publication**



**Design Annual  
Archive**



**Oklahoma Fashion  
Museum Collection**

**Campus  
collection**



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# New Collections in SHAREOK

## Recent Updates

- Added branded banners on all pages within the UCO community (graphics courtesy of Olivia!)
- Re-organized the sub-communities and collections to improve the user experience
- Increased number of total items from 480 to 1103
- All existing links for UCO theses have been replaced with SHAREOK links in both Alma and WorldCat
- Added SHAREOK to Resource Recommender

University of Central Oklahoma



Founded in 1890 as one of the state's first institutions of higher learning, the University of Central Oklahoma exists to help students learn by providing transformative education experiences to students so that they may become productive, creative, ethical, and engaged citizens and leaders serving our global community.

UCO's SHAREOK community is maintained by Chambers Library's Digital Initiatives Working Group (DIWG). DIWG's mission is to create, enhance, preserve, and administer the library's digital collections in the interest of furthering the library's mission to connect the Central community to dynamic resources and services that support transformative learning. DIWG is focused on gathering materials created by UCO affiliates of a scholarly, creative, and/or research-related nature.

## Sub-communities within this community

UCO - Faculty and Staff Works [19]

UCO - Graduate Works and Theses [531]

UCO - Undergraduate Works [0]

## Collections in this community

UCO - Design Annual Archive [5]

UCO - Dimensions Magazine Archive [70]

UCO - Herland Voice Newsletter Archive [299]

UCO - Oklahoma Fashion Museum Collection [16]

UCO - Sidney C. Bray Schools at War Scrapbook Collection [0]

UCO - STLR Initiative Archive [35]

UCO - Vista Student Newspaper Archive [126]

# Planning for the Future



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# Policies in Development

## Digitization Policy

This policy will define the technical specifications for digitization of resources performed under the purview of the Digital Initiatives Working Group.

## Digital Preservation Policy

This policy will define the priorities of preserving UCO Chambers Library's digital collections and the methods by which the Library will ensure long-term access to these resources for the Central community and beyond.

## Streaming Service Collection Policy

This policy will define the technical specifications, processes, and file types for including digital items/collection in Kaltura or other streaming platforms.



# Collections in Development

## Undergraduate Research

We have discussed including undergraduate research with OHIP and DIWG will present with Dr. Springer at the Deans Council to encourage faculty participation with working with their student researchers to upload content.

## Faculty & Staff Publications

This collection consists of papers, presentations, posters, etc. created by UCO faculty and staff. Library staff have submitted content. We are expanding awareness of this collection through promotion to Faculty and Staff Senates and reaching out directly to faculty.



**Questions?**



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