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2013

Digital Initiatives Annual Report FY2012-2013

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Digital Initiatives Annual Report FY 2012-2013
by Julia Lovett, Digital Initiatives Librarian
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Introduction

The mission of Digital Initiatives—currently consisting of the Digital Initiatives Librarian (myself) and two student workers—is to manage the Library's digital collections in support of the knowledge and information needs of the University community and general public. Around this core mission, there are three key areas of focus:

- Creating, managing, and disseminating digitized content
- Supporting born-digital materials
- Promoting Open Access and Fair Use

Our institutional repository (IR), DigitalCommons@URI, currently serves all three of these goals by providing a secure space to store digitized and born-digital content on an Open Access basis. Managing and growing the repository was one of the most important endeavors of the past year. Establishing collaborative relationships with individuals and departments, both within the Library and the University, was another major focus of FY2012-2013.

Personnel and Budget

The Digital Initiatives has one full-time faculty member, the Digital Initiatves Librarian. During FY 2012-3, there were two students working for Digital Initiatives, one undergraduate and one graduate student. One staff member from Acquisitions also did some part-time work for Digital Initiatives. Total expenditures for student work in FY2012-2013 were $8,973.70. Total expenditures for subscribing to DigitalCommons@URI and SelectedWorks were $25,204.

Archiving Faculty Publications

In the past year, 240 published journal articles by URI Faculty were added to the repository (this number refers to articles that were already published, prior to URI's Open Access Policy of March 2013). We now have documented procedures for conducting copyright clearance, obtaining article PDFs, and uploading the PDFs to DigitalCommons@URI:

http://uritechserv.pbworks.com/w/page/62952146/Faculty%20Publications%20Project.
Currently, student workers are conducting copyright clearance and uploading articles.
An Acquisitions staff member is doing the work of finding and obtaining the journal
PDFs. So far, 202 URI faculty members have given permission to the Library to include
their published work in DigitalCommons@URI. Author permissions were obtained
largely through sign-up sheets at faculty meetings, as well as through email.

Electronic Theses and Dissertations

In February 2013, we started uploading URI's electronic master's theses and
dissertations to DigitalCommons@URI. ETDs and their metadata (XML format) now flow
from ProQuest to our server, where Digital Initiatives students pick them up and upload
them to the repository. During the fall of 2012, I worked with ProQuest on setting up
the procedure, and with the Graduate School on setting policies. All ETDs must be
deposited, and authors have the option to delay access for up to two years if they are
working on future publication. Documentation for uploading to DigitalCommons@URI is
available at http://uritechserv.pbworks.com/w/page/63822640/ETD%20Procedures. So
far, 103 theses and dissertations have been added. In February 2013, I gave an overview
of the new process at two ETD Orientations organized by the Graduate School.

Digitization

In total, we added 2,025 digitized items into 8 new series in DigitalCommons@URI. The
new series are:

Black Gold (Student Newspaper), http://digitalcommons.uri.edu/black_gold/
Freshman Record, http://digitalcommons.uri.edu/freshman_record/
The Beacon, http://digitalcommons.uri.edu/beacon/
The Good 5 Cent Cigar (Student Newspaper), http://digitalcommons.uri.edu/cigar
Yearbooks, http://digitalcommons.uri.edu/yearbooks/
RILA Bulletin, http://digitalcommons.uri.edu/rila_bulletin/
Susan Hale Collection 1842-1934, http://digitalcommons.uri.edu/susan_hale_collection/
Faculty Senate Bills, http://digitalcommons.uri.edu/facsen_bills/

We outsourced scanning of the Yearbooks and the *Freshman Record* to Iron Mountain.
The *RILA Bulletin* is currently being scanned by RILA staff at Bryant University. The Susan
Hale letters and *Black Gold* had already been scanned previously in Special Collections
and were subsequently uploaded to DigitalCommons@URI. The rest of the digitization

was done in-house during FY2012-2013 by Digital Initiatives student workers, with the Faculty Senate Bills being the largest project. Some documentation of these projects and procedures is available here:
http://uritechserv.pbworks.com/w/page/62952601/Digitization%20Projects%20and%20Procedures.

All master files are stored on a URI server. In most cases, we scanned the originals as TIFs and then derived PDFs for the use copy in the IR.

In the past year, we also moved most digitized material stored on hard drives in Special Collections onto the shared server. Many of those materials have not yet been made accessible. We are currently exploring options for another digital content management system, and are testing Shared Shelf by ArtStor.

Outreach

Along with Andrée Rathemacher (Head of Acquisitions), I attended 21 faculty meetings at the department and/or college level. We presented an overview of DigitalCommons@URI and Open Access, and also obtained faculty permissions for the IR through a sign-up sheet.

In fall 2012, I sent out a promotional mailer on DigitalCommons@URI to all URI faculty: http://digitalcommons.bepress.com/collaboratory/33/. My undergraduate student worker, Alex Papa, did much of the work on the design.

In October 2012, I gave a presentation about DigitalCommons@URI that was open to everyone at URI. It was well attended by about 30 faculty, staff, and students.

Open Access

On March 21, 2013, the URI Faculty unanimously passed a Harvard-style Open Access mandate. Andreé Rathemacher and I have developed a workflow for implementing and tracking the policy, and have worked with Bepress to display the appropriate language in the IR. We deposited the first URI faculty article under the policy terms in June 2013.

The Journal of Media Literacy Education, an Open Access journal edited by Renée Hobbs, is in the process of being migrated to URI's Bepress platform.

Growth of DigitalCommons@URI

IR Redesign

Over the summer of 2012, I worked with Bepress and with the DigitalCommons@URI Ad Hoc Committee to coordinate a full interface redesign for the repository. This included making design choices and providing Bepress feedback through three iterations of the new interface. The redesigned site went live on August 8, 2012.

Submissions

- 2,816 submissions in FY2012-2013
- 11,544 total records (2005-2013)
  - Note: This number does not include ProQuest theses and dissertations which are merely linked from the repository
- Highlights of FY2012-2013 submissions:
  - Faculty scholarly articles: 241
  - Theses and dissertations: 103
  - Senior honors projects: 36
  - Digitized URI materials (library/archival): 2,025

SelectedWorks

In FY2013, we acquired SelectedWorks, a Bepress product that enables scholars to create their own personal profile pages. There were 48 new SelectedWorks sites added—some by the Library, and some by academic faculty members. Here are some overall URI SelectedWorks statistics:

July 01, 2013	
SelectedWorks Sites	52
Full-Text Submissions	59
Metadata Submissions	420
Total Submissions	479
Cover Page Hits Last 30 Days	284
Total Cover Page Hits	1840
Full-Text Downloads Last 30 Days	74
Total Full-Text Downloads	462

New Series (sections in DigitalCommons@URI)
- 31 total new series
- 29 new faculty publications series (by department)
- 7 new series for digitized URI materials
- 4 other new series

DigitalCommons@URI Usage
- 210,399 full-text downloads in FY2012-2013
- Most popular
  - Senior Honors Projects: 160,071
  - Marine Affairs Theses and Major Papers: 7152
  - LGBTQ Center: 6081
  - Technical Services Department Faculty Publications: 4713
  - Online Journal for Global Engineering Education: 4028

Other Activities of Digital Initiatives

Digital Media Server Group

The Digital Media Server Group was established in September 2013 as a collaboration between the Library, ITS, and the Research Office. Chaired by the Digital Initiatives Librarian, the group reports to the University Archivist. This group's purpose is to "develop expertise, policies and workflows for managing the growing collections of digital images, audio, video, and datasets being created at the University of Rhode Island and stored on the University's servers and systems." In spring 2013, the group conducted a short survey on digital material creation and management practices amongst URI faculty and staff. We established a solid channel of communication between these three departments as we address issues such as: streaming media, multimedia storage, digital archival storage, and research data management.

Committee on Digital Initiatives

The Committee on Digital Initiatives was established in January 2013. The charge states: "The Committee on Digital Initiatives will be a standing Managers' Committee, reporting to the Dean of Libraries. It will convene once a month, addressing issues related to the creation, management, and use of digital collections in the University Libraries. In its first year, the Committee will create a strategic plan for Digital Initiatives, identifying immediate priorities and long-term goals. At the end of each fiscal year, the Committee will submit a report to the Managers." The group met four times during spring semester 2013. There are three standing members with a one-year term: the Digital Initiatives

Librarian, Archivist and Special Collections Librarian, and the Media Center Curator. There are two rotating members: a Public Services faculty member appointed by the department chair, and a member-at-large appointed by the Library Managers.