

## Management of DigitalCommons institutional repository

### INVESTIGATE AND COORDINATE THE DIGITIZATION OF SPECIAL COLLECTIONS INCLUDING THE DEVELOPMENT AND ADMINISTRATION OF DIGITALCOMMONS@IMSA:

As part of Strategy 4 the repository for IMSA scholarship and other creative works is being developed and administered by the IRC. I work closely with Paula Garrett, faculty, and staff on creating new collections specific to the intellectual output of IMSA.

#### ***2010/11 initiatives and highlights for DIGITALCOMMONS@IMSA included:***

- Developing goals
- Adding new and existing scholarship
- Providing instruction to teams, departments, and individuals
- Developing collections of English Dept. Teacher Resources
- Creating Faculty & Staff Author Profiles
- Collecting and analyzing statistics with Paula
- Educating ourselves about the process involved with administering and developing an institutional repository: conferences, webinars, listservs, etc
- Establishing an advisory/advocacy group to guide future development
- Customizing DigitalCommons to include Book Reviews, Conference Presentations/Papers, and Reports
- Planning for a collection of Distinguished Student Works
- Establishing a copyright work flow

#### **Highlights of other collections included:**

- Featuring of the Campus Art digital collection in the CARLI Digital Collections Users' Group December blog.  
[http://collections.carli.illinois.edu/cdm4/index\\_ims\\_art.php?CISOROOT=/ims\\_art](http://collections.carli.illinois.edu/cdm4/index_ims_art.php?CISOROOT=/ims_art)
- Creating a digital Prairie Field Guide with SIR students, Clare Leahy and Elaina Zintl, using CONTENTdm