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## Digital Initiatives Annual Report FY2013-2014

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# **Digital Initiatives Annual Report FY 2013-2014**

By Julia Lovett, Digital Initiatives Librarian  
September 2014

## **Introduction**

This report summarizes the accomplishments of the Digital Initiatives unit from July 2013 through June 2014.

The mission of Digital Initiatives is to manage the Library's digital collections in support of the knowledge and information needs of the University of Rhode Island 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

This past year, we made excellent progress on the first and third goals, with goal #2 being a priority for the coming year. Most notably:

- In fall 2013, the Provost granted \$13,700 towards the establishment of a digital conversion lab, which was matched by \$5600 by the Libraries. This allowed us to set up a dedicated, centralized space for digitization.
- We acquired Shared Shelf by ArtStor, a cloud-based media management system that will host many of our digital images and media.
- We began systematically collecting faculty publications to DigitalCommons@URI under the Open Access Policy.

Our institutional repository (IR), DigitalCommons@URI, also continues to expand and to serve all three of these goals. The repository provides a secure space to store digitized and born-digital content on an Open Access basis.

## **Personnel and Budget**

As the Digital Initiatives Librarian, I am currently the sole full-time faculty member in Digital Initiatives. During FY2014, several student workers and interns also supported the work of Digital Initiatives. Due to the one-time grant from the Provost including \$10,000 for student labor, we were able to hire more students than usual. Student help for Digital Initiatives included:

- Undergraduate student: Digitized print materials from the Archives; edited digitized books; uploaded content to DigitalCommons@URI

- Graduate student #1: Digitized print materials; uploaded content to DigitalCommons@URI; created a detailed inventory of all digitized images lacking in metadata
- Graduate student #2: Supported the URI Open Access Policy by systematically searching for published articles by URI faculty and requesting these articles

Total expenditures for student work in FY2013-2014, paid for from Digital Initiatives and the Provost grant, were approximately \$19,483. This figure includes work done by a student in Special Collections and Archives who digitized archival collections, supported by the Provost grant (“Digital Lab fund”).

Two graduate student workers at the Pell Library assisted with uploading faculty publications to DigitalCommons@URI under the Open Access Policy.

### **Open Access Policy and Archiving Faculty Publications**

FY2013-2014 was the first full year of URI’s Open Access Policy. Starting in Fall 2013, we began systematically seeking out author manuscripts of new published articles by URI faculty. A Digital Initiatives graduate student assistant began checking a wide range of sources to locate citations. Between October and April, she sent 362 email requests for published article manuscripts. By the end of June 2014, we deposited 132 total articles under the Open Access Policy.

We also continued to deposit journal articles published prior to the Open Access Policy, as permitted by publisher policies. There are now 536 pre-OAP faculty publications in DigitalCommons@URI.

### **Electronic Theses and Dissertations**

URI’s current electronic theses and dissertation continue to be loaded into DigitalCommons@URI. During FY2014, we loaded 279 current ETDs (as distinguished from older, digitized theses and dissertations). I also worked with the Graduate School, the Graduate Council, and the Student Senate to refine our procedures for making ETDs accessible. In particular, we improved procedures for alerting students and faculty advisors to selecting an access option (immediate open access vs. delayed access). I presented an overview of the process to students at the ETD Orientations each semester.

### **Digitization**

#### *Retrospective Theses and Dissertations*

In FY2014, we began retrospectively digitizing and making available legacy URI theses and dissertations that were previously only available in print format. The Archivist identified the unbound theses most ready for digitization, and they were

scanned using sheet-fed scanning methods. This will be an ongoing project that can continue for an indefinite time. There are currently 166 retrospectively digitized dissertations and theses in DigitalCommons@URI.

#### *URI Annual Reports*

We digitized and uploaded 15 historical University of Rhode Island Annual Reports, available at [http://digitalcommons.uri.edu/uri\\_annual\\_reports](http://digitalcommons.uri.edu/uri_annual_reports). Scanning was done by an Archives student worker, while Digital Initiatives students finished editing and uploading the final versions.

#### *On-Demand Digitization*

We established a workflow for completing on-demand (patron requested) scanning in the new Digital Conversion Lab. Prior to FY2014, the entire on-demand request process had happened in Archives and Special Collections. We are now using Google Drive to manage and track the on-demand scanning queue. Most digitize-on-demand items have subsequently been added to DigitalCommons@URI.

#### *Digital monograph: A History of the College of Business Administration*

We took on the project of enhancing a previously digitized monograph in the University Archives with original photographs from the digitized URI Yearbooks. The final result was published through DigitalCommons@URI and made available on the College's centennial.

### **Shared Shelf and Cataloging Digitized Items**

During winter 2014, a Digital Initiatives graduate student created an inventory, in spreadsheet format, of digitized items on our server space. All of these items had been digitized in the Archives over many years, and include digitized photographs, manuscripts, graphic art, and oral histories. These files had no associated metadata except for their filenames. Altogether, all 4,700 items have now been described in Google Drive spreadsheets. In part, the inventory was done to prepare for batch-uploading these items and their metadata to our new platform—Shared Shelf by ArtStor.

In the spring of 2014, URI acquired Shared Shelf by ArtStor. This cloud-based media management system will serve our current needs for uploading larger collections of images and media. It will complement DigitalCommons@URI. While Shared Shelf enables publishing collections directly to ArtStor, we anticipate publishing most of our collections to Shared Shelf Commons, an openly available website.

Prior to acquiring Shared Shelf, during FY2014 I also evaluated Lyris Repository Services for hosting images and media collections. In consultation with the Committee on Digital Initiatives, I ultimately chose Shared Shelf as the best fit for our needs and budget.

## **Growth of DigitalCommons@URI**

The institutional repository continued to grow in FY2014—in the number of items, total number of downloads, and the types of items and collections.

### **Submissions**

- 1,720 new submissions in FY2013-2014
- 14,547 total records (2005-2014)
  - Note: This number does not include ProQuest dissertations and theses, which are merely linked from the repository.

### **New Series (sections/collections in DigitalCommons@URI)**

- 9 total new series in FY2014
- 5 new faculty publications series (by department)
- 2 new series for digitized URI materials
- 2 new series for archiving course materials and student work

### **DigitalCommons@URI Usage**

- 412,700 full-text downloads in FY2014 (almost double the 210,399 full-text downloads in FY2013)

### **Journal Publishing**

The Journal of Media Literacy Education began publishing through DigitalCommons@URI in FY2014. I worked closely with editors on setting up the new journal and migrating past issues to the new site. A Digital Initiatives graduate student and I did most of the work of collecting past issues and batch-uploading them to DigitalCommons@URI. This journal continues to steadily publish new issues.

## **Digital Lab and Committee on Digital Initiatives**

The Committee on Digital Initiatives met approximately monthly during FY2014, and became the core group for communicating and setting priorities in Digital Initiatives for the University Libraries. The annual FY2014 CDI report, which includes details on the Digital Lab, is included as a supplemental file to this document.