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Institutional Repository and Archival Collaborations at UNLV Libraries: Who's In, Who's Out?

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Institutional Repository and Archival Collaborations at UNLV Libraries: Who's In, Who's Out?

Presented at the 2014 Conference of Inter-Mountain Archivists (CIMA), Carson City, NV May 2014.



The University Archives has become an integral part of an academic institution. It has met its role as the repository for the rich history of an institution. They have met the challenges of a changing environment at many points in their history. The most recent change being the addition of born-digital materials into their collections. However, there is an opportunity to collaborate with another unit within academic libraries. The introduction and growth of institutional repositories (IR) on college campuses has provided an opportunity for university archives. An IR's goal is to preserve the intellectual output of an institution. This is a large scale task, but IR's from across the country are now achieving this goal with the help from university archives.

University Archives preserves the records of historical significance of an institution. The advent of an open-access tool like the IR has presented several opportunities for University Archives which use their own criteria for accepting items into a repository. This presentation will explore how IRs and University Archives have collaborated in the past. It will also focus on the collaborative efforts taking place on the campus of the University of Nevada, Las Vegas (UNLV). Specifically, how the university archives at UNLV approached that institution's IR (Digital Scholarship@UNLV) and proved how valuable a relationship like this was to their patrons. Further, this collaboration will also demonstrate how useful a tool like the IR is as an infrastructure to preserve and provide access to archival materials. Lastly, this presentation will focus on the where this collaboration is going at UNLV and how the lessons learned there can be impactful to other university archives around the country. **(Click)**

History, Nature, and Importance of Collaboration between IR and UA



History and importance of collaboration between Institutional Repositories and University Archives.

The history of collaboration between an institutional repository and a university archive has been a fairly recent phenomenon in the archival field. University archives have been an important part of academic institutions for many years now. They are the units on campus that capture and provide access to an institution's historical record. On the other hand, the creation of an open-access based digital collection or IR that would capture the research output of an academic institution began to take shape only a decade ago in the United States (U.S.).

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Origins of the Institutional Repository

- University of Southampton (2001): Eprints
- Massachusetts Institute of Technology (2002): Dspace
- University of Nebraska – Lincoln (2004): Digital Commons by bepress

What have other institutions done with IRs in the past (i.e., items)

An example of open-access based digital collections in the United States comes from the Massachusetts Institute of Technology (MIT) which fairly recently followed in the footsteps of the University of Southampton's Eprints. **Eprints was launched at the University of Southampton in 2001** as a software package that would support open access to research materials of that institution. **In 2002, MIT would launch "DSpace to manage self-archiving of research articles by MIT faculty."**

As time went on, more and more U.S. universities utilized open access systems to provide access to the scholarship of their institution. One of those was the **University of Nebraska – Lincoln Libraries (UNL) in 2004**. UNL selected the open-access platform **Digital Commons which was software developed by Bepress of Berkeley, California**. Bepress is marketed and licensed through the company ProQuest of Ann Arbor, Michigan. The first batch of materials that ProQuest digitized for UNL was their "complete set of Ph.D. dissertations since 1955."

UNL Libraries quickly realized the first hurdle to populating their institutional repository. It was convincing faculty to provide their published research. There was the common fear among UNL faculty that their work would either be plagiarized or ignored if it were placed in an open access repository. One way UNL Libraries was able to convince faculty to provide their published research was with

monthly reports. The Digital Commons software provides a monthly reports feature that shows an author how many times a publication has been downloaded from the IR. Once the faculty saw this there was buy in. At this point populating the UNL IR became easier.
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Role of the Archivists within the Institutional Repository Process?

- Managing records to meet retention schedules.
- Preserving material that would reflect an institution's history.
- Faculty Papers as collaboration opportunity with an IR.

What is the traditional role of the Archivist?

The role of the University Archivist is changing due to their involvement with institutional repositories. Traditionally, University Archivists focus on two areas as part of their role on campus. **They manage records to meet retention schedules and preserve material that would reflect an institution's history. An institution's history includes the activities of faculty, students, and staff of a university or college. Institutional repositories "preserve the entire intellectual output of the institution." The intellectual output of an institution, particularly a research one, includes journal articles, theses, and dissertations.**

However, a University Archivist must utilize more discretion when determining what items will go into their repository. An Archivist has the responsibility of creating a repository for the permanent records of an institution. Therefore, they will maintain the files of university's publications and reports, as well as the historical records from the administrative offices of the President, Provost, and Vice Presidents. The other permanent records of an institution come in the form of architectural drawings, photographs, and faculty papers. Further, Archivists, "have the expertise in the appraisal and preservation of primary source materials." It is the permanent material of faculty papers that opens the door for collaboration between institutional repositories and University Archives. This type of collaboration benefits all researchers by providing better access to historical material of an institution.

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Institutional Models

- Illinois Wesleyan University – established good selection policies and workflows upfront.
- Ohio State University’s Knowledge Bank (KB) – included theses of undergraduate honors students to start interest in their IR.

Collaborations between institutional repositories and university archives are limited at this point. There is advocacy for more collaboration, but little evidence of it. Currently, larger schools appear to be taking the lead. Even though this type of collaboration is currently in its infancy there are some examples that can be showcased here. These examples serve as inspiration for other institutions.

At Illinois Wesleyan University, the University Archivist’s role expanded due to collaboration with the school’s Scholarly Communication Librarian. These two individuals came together for a project to create a digital repository for research projects. The University Archivist and Scholarly Communications Librarian found the importance of understanding each of their roles during the project to create a digital institutional repository.

As the project progressed, the University Archivist and Scholarly Communications Librarian found that several strategies are fundamental for successful collaborations. This included establishing policies for selection and removal. They also found that workflows must be established along with assigning responsibilities for certain content. Lastly, they found staff working on collaborations like this must understand that sometimes the parts of the repository they felt were important may not have the same level of priority to others. Therefore, staff must acknowledge a mutual respect for different viewpoints. This successful project at Illinois Wesleyan University is a good model for other institutional repositories and

university archives that are currently in the process of developing their own collaborative strategies.

As **Ohio State University** found, there can be some **unexpected surprises** from collaborations between a university archive and an institutional repository. In the summer of 2009, Ohio State University library and archives staff started plans for a **Knowledge Bank (KB)** which would incorporate an institutional repository. In fact, eleven support units have collections within the KB as of 2011. They found that the Honors and Scholars Program theses collections are some of the fastest growing collections in their IR. This program strongly encourages honors students to deposit their undergraduate theses in the IR before they graduate. **The Ohio State University Knowledge Bank staff later learned that undergraduate theses ranked almost as high as faculty articles in terms of use. This underlines the importance of collecting content from all levels of the educational process. The goal of including undergraduate theses in an institutional repository could be a great way to start a similar collaborative project at other schools. Students can showcase their work to a larger audience while the IR can see an increase in its downloaded content. Incorporating various materials during a collaborative project such as this provides better access to the rich history of a school.**

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Importance of Preservation in the IR.

“The policies of greatest interest to archivists are the preservation policy concerning acceptable file formats and preserving content in general.”

Yakel, et al . “Institutional Repositories and the Institutional Repository: College and University Archives and Special Collections in an Era of Change,”
The American Archivist. 71 (Fall/Winter 2008): 343.

The importance of preservation in the IR.

Archivists can collaborate with staff when it comes to preservation policies for an institutional repository, as well. They understand the importance of establishing policies on preservation like no other steward of an institution. For example, Archivists have proven to create solid preservation policies through their development of Records Retention Schedules. As Yakel mentions in his report on the 2006 Census of Institutional Repositories in the United States, “The policies of greatest interest to archivists are the preservation policy concerning acceptable file formats and preserving content in general.” The 2006 Census of Institutional Repositories in the United States targeted Library Directors, information technology staff and archivists. This same report found that the number one reason for migrating to a new IR system was for a greater capacity to preserve materials. Preservation is an important concern for IRs and Archivists can lead the way in the developing their policies.

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Digital Preservation Opportunities with IRs

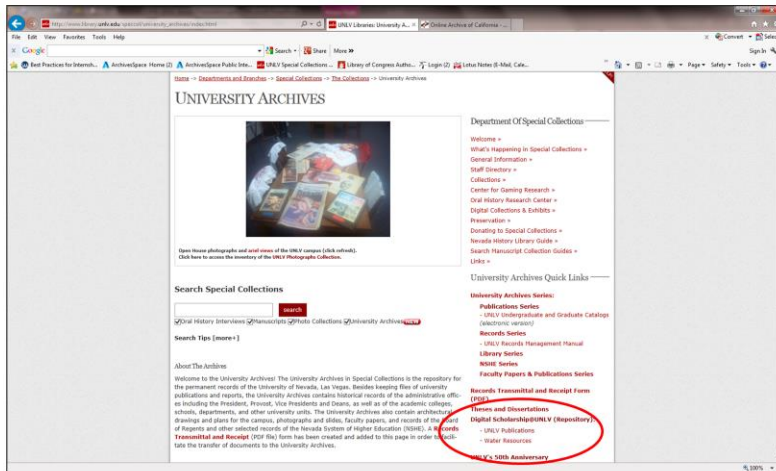
- Archivists must learn to manage and preserve digital content.
- Archivists have the opportunity to take the lead in the preservation of digital content.

Archivists' involvement on the technical side of preserving items digitally maybe lacking according to the 2006 Census of Institutional Repositories in the United States. Specifically, there seems to be a lack of technical knowledge on preserving **multimedia** (e.g., QuickTime and Windows Media Video) and **sound** (e.g., Real Audio and Wave) formats within IRs. As Yakel notes, "given the centrality of archival and special collections materials to IRs and the perceived importance of preservation to both IR developers and contributors, this may be a missed opportunity for archivists." **Archivists must learn to manage and preserve digital content since this is becoming a larger issue at universities around the world.**

Archivists have the opportunity to take the lead in the preservation of digital content by understanding its technical aspects so as to make the institutional repository a true extension of the university archives.

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Providing Access to the History of UNLV (Collaboration between IR and UA)



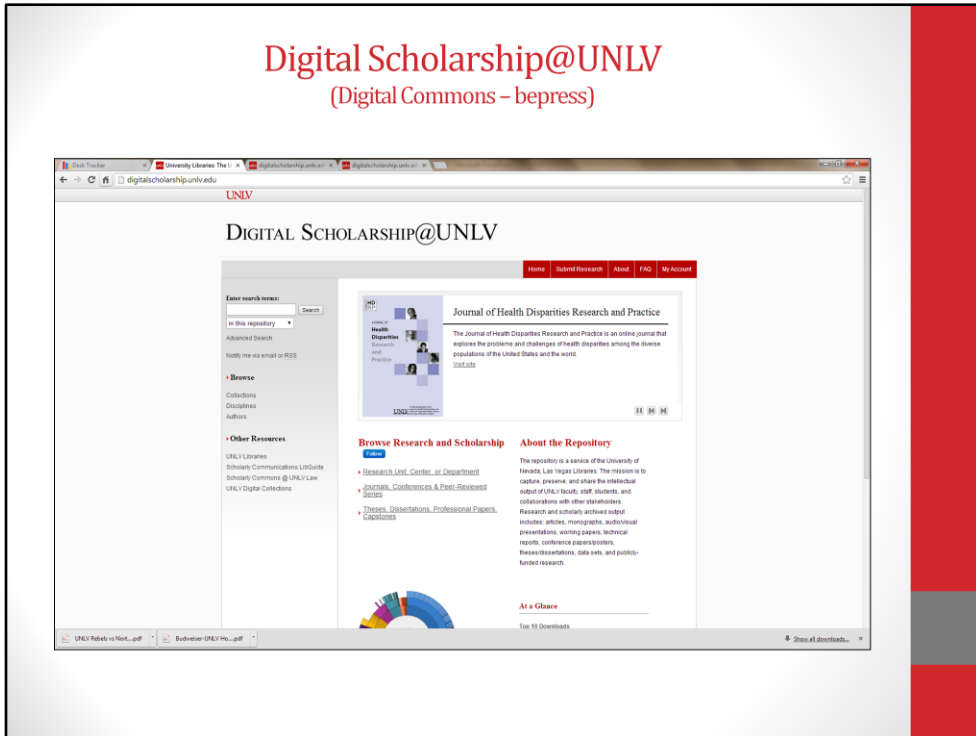
Providing access to the history of UNLV (collaboration between UNLV Libraries IR and UA).

The collaboration between the University Archives and the institutional repository at UNLV Libraries has provided better access to the school's rich historical past.

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Digital Scholarship@UNLV (Digital Commons – bepress)



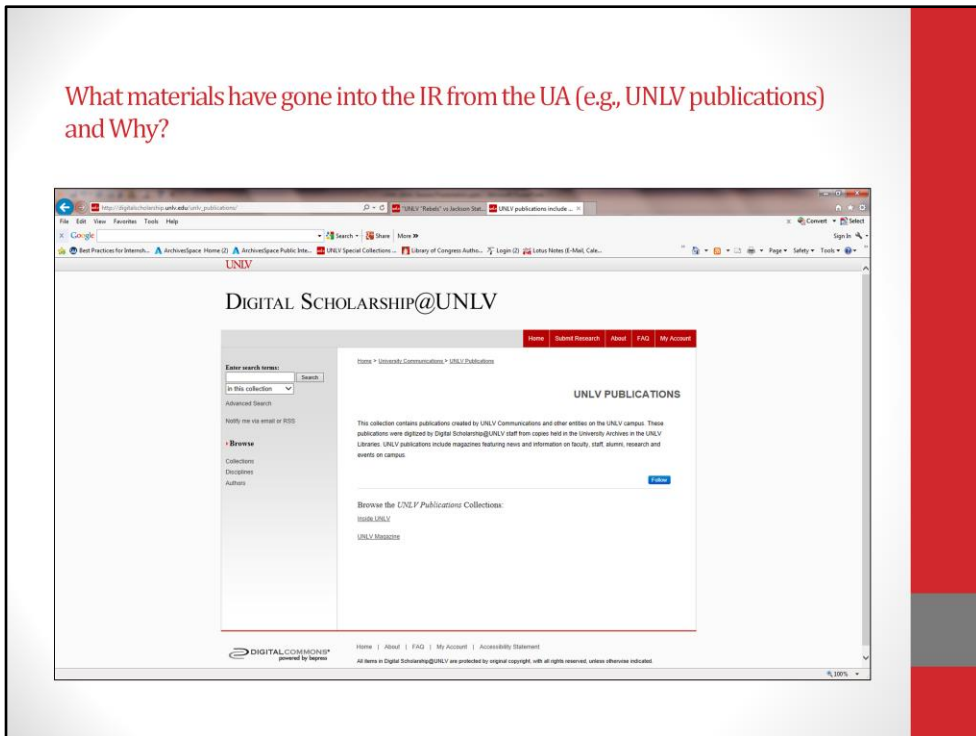
What type of IR do we have at UNLV Libraries (e.g., Digital Commons)?

Digital Scholarship@UNLV (Digital Commons – bepress)

The institutional repository utilized at UNLV is named **Digital Scholarship@UNLV** and uses the versatile **Digital Commons (bepress)** platform in its goal to document the research output of UNLV. The process of adding materials into the IR is a straightforward one that includes a wide range of historical materials. All of the items that have been added into the IR have gone through a useful criterion that was established by the University Archivist, Urban Sustainability Librarian, and the Director of UNLV Special Collections.

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What materials have gone into the IR from the UA (e.g., UNLV publications) and Why?



What materials have gone into the IR from the UA (e.g., UNLV publications) and Why?

The types of materials that have been added into Digital Scholarship@UNLV from the University Archives have followed some general guidelines. Since there was not a policy in place at the beginning of this project it was determined that the **materials to be scanned for the IR would be high interest publications including...**

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Inside UNLV

Inside UNLV
News & Information for UNLV Insiders
APRIL 2009

Write Now!
If you've been planning to write your legislators concerning the higher education funding crisis, you'd better get to it. Important decisions are about to be made. To find out who represents you in Carson City, go to unlv.edu/budget.

News You Can Use

Energy Panel Discussion Scheduled for April 16
UNLV's Institute for Security Studies (ISS) will host a panel discussion April 16 on America's long-term access to global energy supplies in the midst of global conflict. The discussion, titled "Assessing the Impact of Conflict on U.S. Energy Security," will feature a panel of regional and national energy policy and political experts, including:

- Terry W. Cobb, CEO of the Northern Nevada Network
- Ted Robert Coon, assistant general counsel, University of Maryland, College Park
- Dennis Pizagis, Dean's Professor of Government, department of political science, UNLV

The event, which is free and open to the public, will take place 6-8 p.m. at the Alton, Taming Museum, 735 E. Hamington Road.

More info: Contact Nancy Brown, ISS director of research and outreach, at 956-6479 or at nancy@iss.unlv.edu or go to iss.unlv.edu.

\$89 Million and Counting
UNLV Officials Strive Diligently to Save Money

It doesn't sound like it's just as families are looking for ways to trim their spending—a scaled-back cable television package here, buying a used car rather than a shiny new one there—UNLV has been searching for ways to reduce its bills. But when UNLV looks for ways to spend less—and Gerry Bennett is in charge of the hunt—we're talking millions saved.

In the last few years, UNLV has slashed its spending by \$89 million. Some of it was particularly painful, as when a number of employees didn't have their contracts renewed, but none of it was done with little or no negative impact to the campus community, particularly in the area of facilities.

Proof of Asset
Bennett, senior vice president of finance and business, takes particular pride in the facilities management department's recent award from the Nevada Emergency Association. The Cashman Good Government Award is the group's highest honor and is given for

Turf reduction, seen during and after, has reduced UNLV's water consumption by 45 million gallons a year.

Raid Center Reorganizes

[See MONEY, Page 3](#)

Inside UNLV

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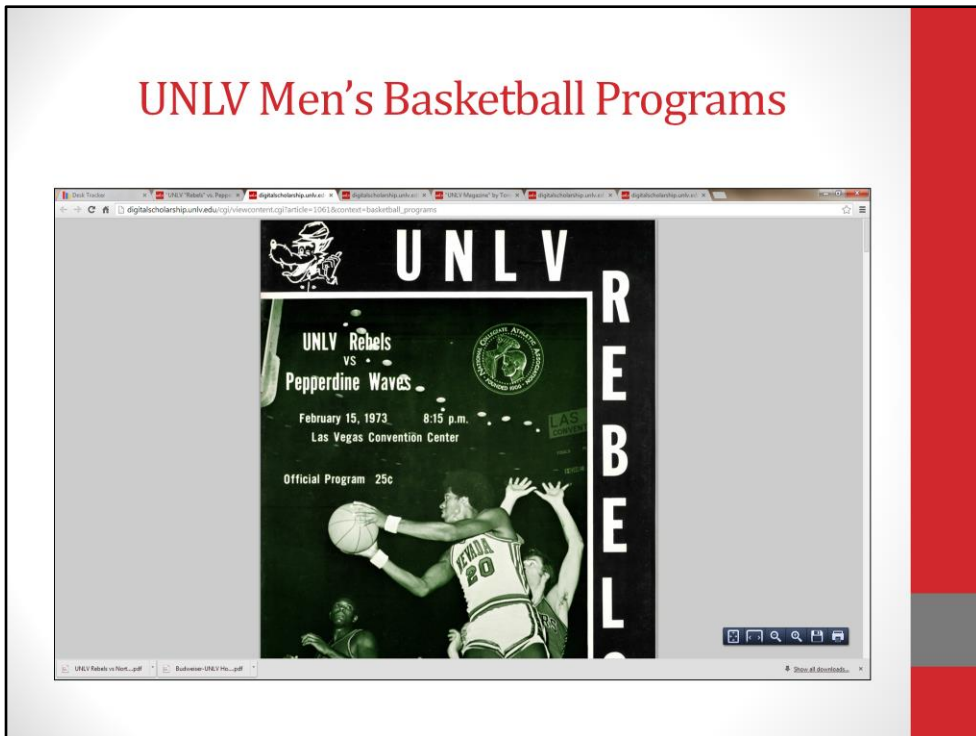
UNLV Magazine



UNLV Magazine,

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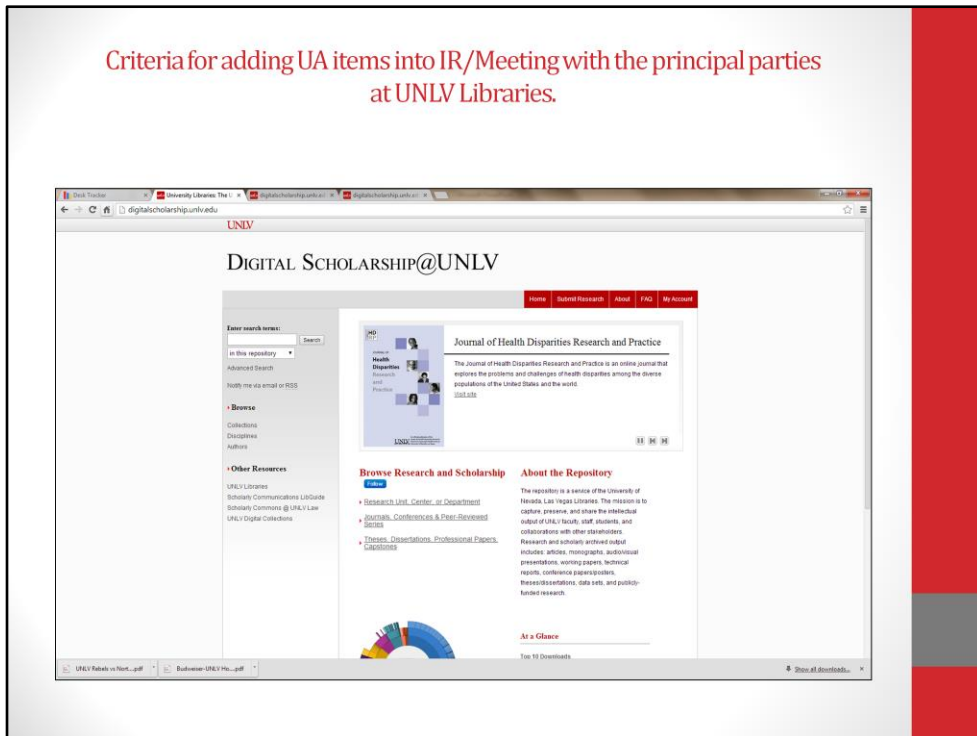
UNLV Men's Basketball Programs



and **UNLV Men's basketball programs**. As time went on it became clear to the Urban Sustainability Librarian and myself that a more specific criteria needed to be established in order to handle the rest of materials coming from the University Archives.

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Criteria for adding UA items into IR/Meeting with the principal parties at UNLV Libraries.



Criteria for adding UA items into IR/Meeting with the principal parties at UNLV Libraries.

Therefore, the University Archivist, Urban Sustainability Librarian, and the Director of Special Collections met in August of 2012 to discuss the basic selection policy. These three individuals reviewed the items that had been scanned so far and developed a more specific criterion from that point forward. All three individuals agreed that the selection policy from the University Archives should be both diverse and interesting to the researcher. Therefore, a range of ideas were now available to them since the University Archives at UNLV housed a wide range of historical material. This accumulated history includes yearbooks, student newspapers, records from the Office of the President, architectural drawings, faculty papers, and selected materials from the Nevada System of Higher Education (NSHE).

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Method/Process for scanning items into UNLV IR from the UA.

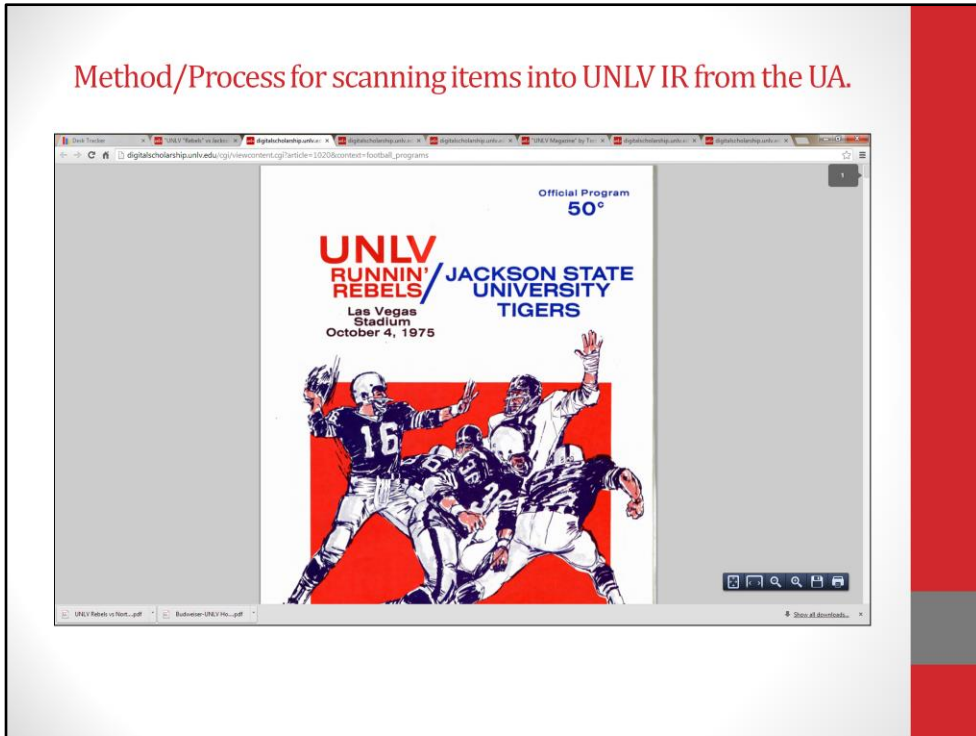


Method/Process for scanning items into UNLV IR from the UA.

We started by creating an inventory of the selected publications in the University Archives and provided it to the IR staff. The IR Staff then picked up the selected archival materials within the University Archives (e.g., UNLV Football Programs or course catalogs). The publications with multiple copies would be disbound and scanned by the IR staff. The University Archivist would then provide the IR staff with the single copies of a publication. These were scanned as bounded objects and returned to the University Archives.

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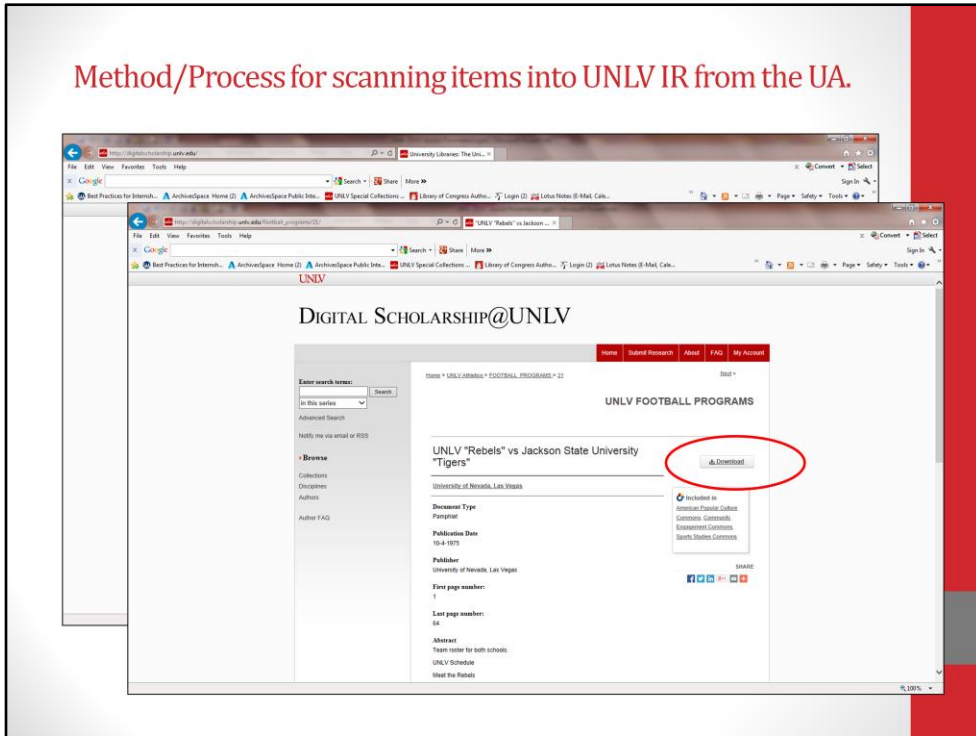
Method/Process for scanning items into UNLV IR from the UA.



IR staff would scan the edition of the publication using a scanning bed and related software. Each edition was saved as a PDF file and uploaded into Digital Scholarship@UNLV (IR).

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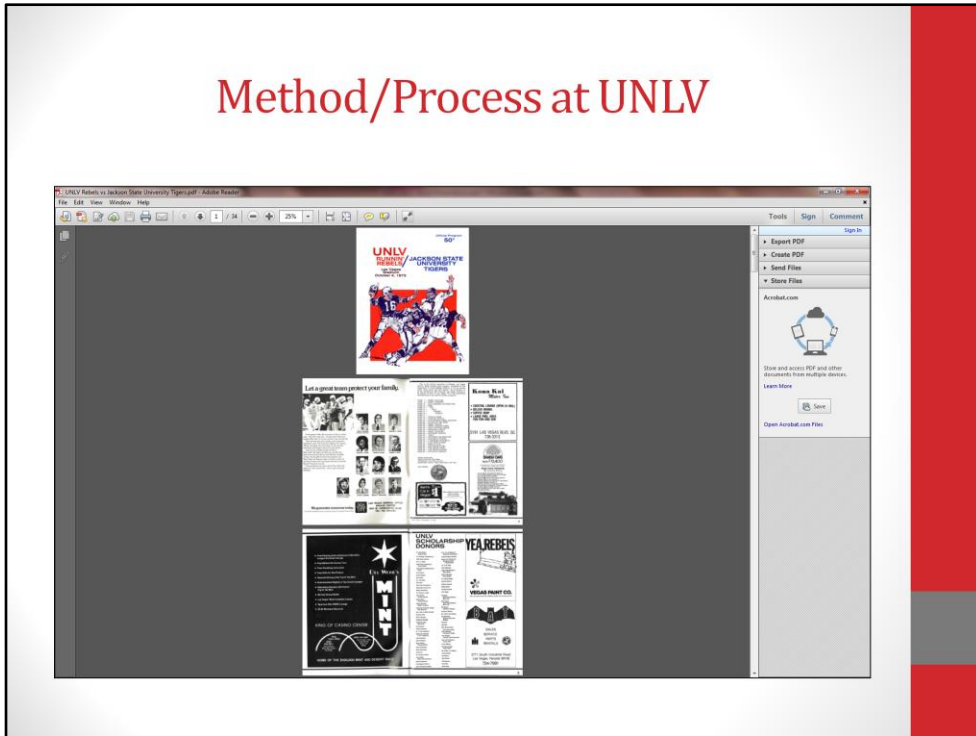
Method/Process for scanning items into UNLV IR from the UA.



A related record was then created within Digital Commons for each scanned item (i.e., entire edition of the publication).

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Method/Process at UNLV



Patrons can now access this edition online.

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Future Collaborative Opportunities between the UNLV IR and UA.

Balance between UNLV sports and arts as well as including undergraduate theses and university catalogs.

- Women's Basketball programs
- Literary & Arts publications
- Accreditation materials and campus master plans.

Future Collaborative Opportunities between the UNLV IR and UA.

The next phase of adding historical materials into the IR at UNLV will include a balance of sports publications with various other university publications. The selection policy will expand to include **UNLV Women's Basketball programs, literary & arts publications, accreditation materials and campus master plans** from the University Archives. One of the useful features of the Digital Commons platform is its ability to send notifications and monthly usage reports to staff and contributors.

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A Successful Collaboration

As of January 2014...

- 7,638 downloads of the 135 editions of the UNLV Basketball programs.
- 3,823 downloads of the 26 editions of the UNLV Football Programs.

As of January 2014, there have been a total of 7,638 downloads of the 135 editions of the UNLV Basketball programs. During this same period, there have been 3,823 downloads of the 26 editions of the UNLV Football Programs. That is over 10,000 downloads since we implemented this scanning project in 2012.

These publications would now see the kind of use that they might not have while sitting in the closed stacks of the University Archives. This example of better access to historical materials would prove that the collaboration between a University Archives and the IR could be successful one.

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Future Collaborations

- Undergraduate Catalogs
- Student Senate Organizational Records (CSUN)

One area in particular that I suggested for future collaboration was with adding **undergraduate catalogs to the IR**. Specifically, undergraduate catalogs before 1990. There is a constant demand for this type of material from former UNLV students applying to graduate school or attaining a license.

Another opportunity for collaboration at UNLV has come from the Student Body President of the Consolidated Students of the University of Nevada (CSUN). The Student Body President of UNLV approached me to review all the **CSUN Meeting Minutes in the archives**. Currently, the University Archives houses CSUN Meeting Minutes dating back to 1973. The UNLV Student Body President, Director of Special Collections, and I are now in the process of making plans to scan all the CSUN Meeting Minutes. The Student Body President will eventually add a link from the CSUN web page to the scanned CSUN Meeting Minutes within the IR. This collaborative opportunity will provide students, faculty and the public better access to organizational records of the Student Senate at UNLV.

What are the other benefits to the UNLV University Archives?

- Improving Access to All Resources
- Creates a True Picture of an Institution's Resources.
- Better Access to Oral Histories.

What are the other benefits to a University Archives?

The collaboration between an IR and a University Archives creates a number of other opportunities for an institution. One opportunity is improving access to all records of an institution. This can be accomplished by integrating the repository records into a library's online catalog. Adding institutional records to a library's online catalog creates a true picture of all the resources within an institution. In the end, a true picture helps improve access to all the resources within a library and gets us closer to the ultimate goal of meeting all the research needs of our patrons.

Oral histories have always been an important part of our recorded past. Archives contain oral histories in one form or another. Recordings are now being converted to digitized files along with their associated transcripts. The institutional repository provides a place for these oral histories. A place so that they can be searched and preserved for future generations. Institutional repositories provide a logical location for digitally recorded interviews, then. A location that is easy to locate through various search engines. Researchers would have access to the recorded voices of our cultural past like never before.

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Preservation Strategy for the UNLV IR

- Development of a Preservation Strategy.
Includes:
 - Current Items and Future Additions in the IR.
 - Born Digital Items (multimedia and sound formats)
- Clear Philosophy (What Should and Shouldn't Go In)
- Reflect an Accurate picture of both the history of UNLV and its research output.

Preservation strategy for the UNLV IR

The future plans between the UNLV's IR and the University Archives will need to include the development of a **preservation strategy**. This strategy will need to include input from all interested parties including the Director of Special Collections. The preservation plan should list what is currently in the IR as well as possible future additions to the repository. There should be a section pertaining to the preservation of born digital items, as well. This would include **multimedia** (e.g., QuickTime and Windows Media Video) and **sound** (e.g., Real Audio and Wave) formats. In any case, there should be a **clear philosophy as to what should and shouldn't go into the UNLV IR from the University Archives**. In the end, the material in the IR should **reflect an accurate picture of both the history of UNLV and its research output**.

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Conclusion

- An extension of the University Archives.
- Provide better access to the history of UNLV.
- Development of a Preservation Strategy.
- Preserve digital items like oral histories.

In conclusion, it is the permanent material of faculty papers that opens the door for collaboration between institutional repositories and University Archives. This type of collaboration benefits all researchers by providing better access to historical material of an institution. (Click) Institutional repositories have now become an extension of the University Archives through their collaborations to provide better access to historical materials.

(Click) These collaborative efforts have taken place on the campus of the University of Nevada, Las Vegas. Staff of the IR and University Archivist have come together to **provide better access to the history of UNLV.**

(Click) The collaboration between an IR and University Archives should include the **development of a preservation strategy. (Click)** This would **include how best to preserve digital items like oral histories.** The IR would be a logical place to store these historical items for future research.

The collaboration between an IR and a University Archives has proven to be a successful one. It's a collaboration that provides better access to the historical materials of a campus and its research output. These collaborations can make institutional repositories a true extension of the University Archives.

Thank you!

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http://www.library.unlv.edu/speccol/university_archives/

<http://digitalscholarship.unlv.edu/>

Contact Information