ScholarWorks Reports   James E. Brooks Library

2018

Scholarworks and Digital Initiatives Annual Report

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Digital Initiatives
Annual Report
Central Washington University Brooks Library
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Submitted by   Maura Valentino, Assistant Professor   July 30, 2018

INTRODUCTION

Digital Initiatives makes digitized content available on the ScholarWorks Institutional Repository. Central Washington University's institutional repository, ScholarWorks @ CWU, is curated and administered by the Brooks Library. ScholarWorks @ CWU showcases the scholarly and creative output of the University community, and features archival material documenting the history of the Central Washington region. ScholarWorks @ CWU is hosted on the Bepress Digital Commons platform, which requires an annual subscription fee. Currently, financial support of ScholarWorks is provided by the Brooks Library and the CWU Provost's office.

Projects this year have been continued scanning and uploading of all CWU Master's thesis, rescanning student newspapers to enable them to be searchable, and assessing Masters's of education projects for copyrighted content before posting them. Maura Valentino began work as the Head of Digital Initiatives in August, 2017.

- Three returning student assistants for this fiscal year.
- Student assistants continued scanning Masters Theses.
- Student assistants continued scanning Student Newspapers.
- Student assistant continued review of and redacting signature pages for Masters of Education Graduate Projects.
- Staff assistant began review of Masters of Education Graduate Projects for Conpyright infringement issues
- Scholarly Communications Librarian reviews copyright issues and makes redacting decisions.
- Student assistants redact Masters of Educationa Graduate Projects
- Began discussion with Archives and Special Collections on next scanning project(s)

<u>**Mission**</u>**:**
To provide access to historical scholarly content created by CWU faculty and students by digitizing print, audio, video, and images.

<u>**Employees**</u>**:**
Carol Peterson and three student employees.
Students:
Nathan Moore
Kayla Muche
Laura Mentele

Department Structure:
The department has one technician and three student workers. The Scholarly Communications Librarian supervises digital initiatives.

Hours: None
Not a public service area. Students work hours that fit their schedules. Carol Peterson works eight hours weekdays.

ACTIVITIES BASED ON STRATEGIC PLAN INITITATIVES

UNIVERSITY CORE THEME: 1. TEACHING AND LEARNING
- **Objective 1.2** – Provide information sessions regarding scholarly communication, open access, copyright, and fair use to CWU faculty and students.
- Scholarly Communication librarian promoted open acess at Music Department Faculty Meeting
- Scholarly Communication librarian promoted open acess at Philosophy Department Faculty Meeting
- Matties Olshausen promoted ScholarWorks in SURC during SOURCE
- Archives and Digital Initiatives Staff provided training on scanning and digital preservation to community members

UNIVERSITY CORE THEME: 3. SCHOLARSHIP AND CREATIVE EXPRESSION
Objective 3.1 – Increase Scanning and Uploads to the IR

3.1.1: Digitizing student newspapers and uploading to open access digital repository
CWU student newspaper issues scanned, processed, and revision uploaded 566 objects
3.1.2: Digitizing theses, and uploading to open access digital repository
Graduate student theses scanned, processed, and uploaded - 171 objects, and 21 revisions
Graduate student capstone projects scanned, processed, and uploaded – 102 objects, and 1 revision
3.1.3: Increase scanning output (over previous fy)
Student newspapers scan, process, and upload increase of 278 objects
Graduate student theses scan, process, and upload decrease of 44 objects and increase of 18 revisions
Graduate student capstone projects scan, process, and upload increase of 68 objects and decrease of 52 revisions

Objective 3.2 – Digital Initiatives Faculty Scholarship
3.2.1 Presented at online NW OER conference
3.2.2 Published book chapter
     Women's Lives Around the World: A Global Encyclopedia (The Americas)
       Belize
3.2.3 Published Peer Reviewed Article
     Journal of Web Librarianship
       Linked Data Metadata for Digital Clothing Collections

UNIVERSITY CORE THEME: 4. PUBLIC SERVICE AND COMMUNITY ENGAGEMENT
Objective 4.1 – Enhance the Commitment and the level of collaboration between the University and External Communities.

- Archives and Digital Initiatives Staff provided training on scanning and digital preservation to community members
- Digital Initiatives staff presented in 2 residence halls
- Centralized copyright training for region through the Copyright First Responders program

CORE THEME: 5. RESOURCE DEVELOPMENT & STEWARDSHIP
Objective 5.1 – Maximize the financial resources to the University, and assure the efficient and effective operations of the University through financial stewardship.

- 2 of 3 Student workers are work study eligible
- Maura Valentino redesigned and taught LIS 314, Technology & Information Services
- Monthly Reporting for Digital Initiatives semi-automated to save time and be more accurate

PROFESSIONAL DEVELOPMENT

- **Faculty Professional Development FY 2017-18** Head of Digital Iniatives Maura Valentino

- 10/6/17 – Managing Stress in the Workplace
- 10/9/17 – Harrassment Prevention for Managers CLA Online
- 10/9/17 – Sexual Harrassment Prevention CLA Online
- 10/9/17 – Title IX for Higher Education CLA Online
- 10/12/17 – Active Shooter CLA Online
- 10/13/17 – Strengths/Challenges in Online Teaching
- 10/13/18 – FERPA for Higher Education CLA Online
- 10/16/17 - MediaAMP in Canvas
- 10/20/17 – University Design Acessibility
- 10/24/17 – DiversityEDU for Faculty/Staff
- 10/25/17 – Intro Panapto Lecture Capture
- 10/26/17 – Organizing Course w/Modules
- 11/16/17 – Leadership Skills Sup – Day 2
- 11/17/18 Top Hat Student Engagement App
- 11/17/17 – DiversityEDU for Search Committee
- 1/8/18 – Wildcat Way – Be Welcoming
- 1/19/18 – Use Twitter – Connect with Students

- 1/29/18 – Wildcat Way – Be Inclusive
- 2/09/18 – Open Educational Resources – presented
- 2/12/18 – Wildcat Way – Be Responsive
- 3/27-29/18 Institutional Repository Manager training at BePress, Berkeley, CA
- 5/4/18 The Leadership Challenge
- 5/11/18 – OER Online Conference - presented
- 5/15-16/18 - Copyright First Responder Training in Portland, OR
- 6/22-26/18 – American Library Association Annual Meeting, New Orleans, LA
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Staff Development : Carol Peterson FY 2017-18
- 8/8/2017 – Lyrasis: Efficiency in Digitization - online webinar
- 8/18/2018 – Lyrasis: How to Get Involved with Evolve! – online webinar
- 8/23/2017 – GPO Webinar: Preservation for Free - online webinar
- 9/12/2017 – CLA: Leadership in an Age of disruption; Simple Principles for Making a Big Difference – online webinar
- 9/15/2017 – All Staff Workshop – library / all day
- 11/16/2017 – Skillsoft: True Grit: the Science of Success – online workshop
- 1/5/2018 – CLA: Supervisor Resource Fair – SURC
- 1/8/2018 – CLA: Wildcat Way – Welcoming – Library
- 1/25/2018 – California State Library Mental Health Initiative – Episodes 1-3 – online/library
- 1/29/2018 – CLA: Wildcat Way – Inclusive – Library
- 2/1/2018 - California State Library Mental Health Initiative – Episodes 4 – 6 – online/library
- 2/5/2018 – CLA: Wildcat Way – Knowledgeable – Library
- 2/12/2018 – CLA: Wildcat Way – Responsive – Library
- 2/15/2018 – Mental Health: Homelessness and Library Patrons – online/library
- 3/7/2018 – CLA: Creating Order Out of Chaos – Staying Afloat in a World of Too Much to Do – onlineworkshop
- 4/4/2018 – CLA: General Ethics – Shaw/Smyser
- 4/13/2018 - CLA: Project Management for Non-Project Managers – Shaw/Smyser – all day
- 4/18/2018 - Recorded Books: 12 Keys to Successful Digital Content Promotion – online webinar, Maura's office
- 5/25/018 – PSE: Development Day: Skype for Business, What is your Communication Style, MS Word Mail Merge – Shaw/Smyser one-half day
- 6/16/2018 – Library Archives: Preserving Family Treasures Workshop (scanned attendee's archival photos and created accompanying metadata - Library ARC 3 hours

Fy 2017-18
Digital Initiatives
Student Assistant Professional Development

Student Assistants had training in these tasks:

Student Newspapers (Nathan and Kayla) -

- (Nathan) Export processes and quality control for moving tiff derivative from scanner software and reformat as pdf with OCR, using Adobe Acrobat.
- Scanning student newspaper pages with multidirectional page views.
- Evaluating and testing laminated newspaper pages for scan quality.

Graduate Theses (All Student Assistants) –

- (Laura) All processes for thesis scanning, creating bookmarks, and creating signature page inserts.
- Logging data for specific, completed, work tasks to enhance statistics collection.
- Identifying thesis pages with copyright concerns.
- (Nathan) Adapted workflow for short run of theses revisions.
- (Nathan) Workflow for special revision project with identified older theses - to change those uploaded either with, or without their signature page, to redact the signature page, and to insert a typed replica.
- (Nathan, Kayla) In-text block redaction of personal data using Adobe Acrobat.
- (Kayla) Reformatting theses signature page inserts from word to pdf.

Student Capstone projects (Nathan):

- (Nathan) More extensive reviewing of student capstone projects using more data sources, and adding more detailed notes into a revised, accompanying worksheet.
- (Nathan) Ongoing training in interpreting varying levels of quality, copyright issues, and completeness of projects.
- (Nathan) Adding MEC Signature Page Redaction notice to the front of each project.

PROJECTS COMPLETED AND ONGOING
Ongoing-

- Revision Project: Archival Student Newspapers – Rescanning Digitized Images
- Legacy Graduate Theses - Scanning and creating metadata
- Graduate Projects – MEdP-checking scanned copies for copyrighted materials
- Primatology Videos described and uploaded

UPCOMING AND PLANNED PROJECTS

- Harvesting born digital student newspapers
- Using BePress to review content for SOURCE

DATA (From ScholarsArchive):

Geography of Readership

Viewed over 1,000 times

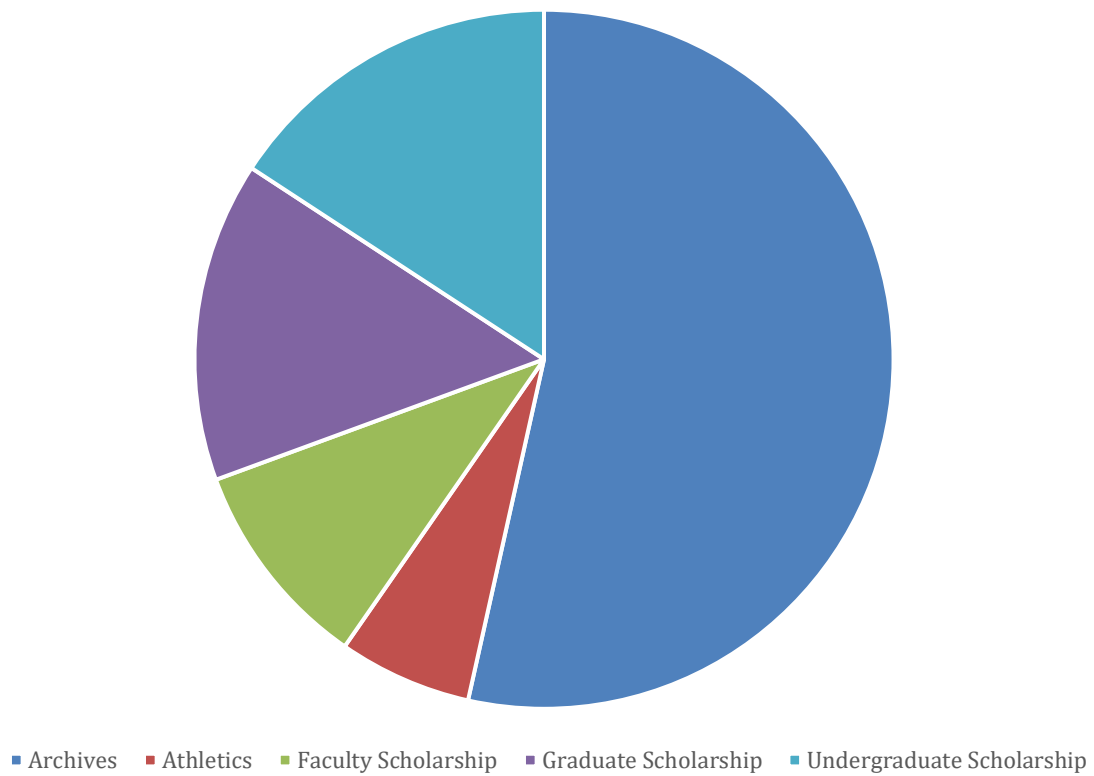| Title	Total
All Master's Theses	5589
Symposium Of University Research and Creative Expression (SOURCE)	4150
Roslyn, Cle Elum, and Ronald Oral History Interviews	4031
Ellensburg History Photographs	2943
All Faculty Scholarship for the College of Business	2654
Frederick Krueger Photographs	2406
CWU Student Newspaper	2403
CWU Building Photographs	1849
International Journal of Undergraduate Research and Creative Activities	1671
CWU Retirement Association Interviews	1439
CWU Yearbooks	1160

Downloaded over 1,000 times

Title	Total
All Master's Theses	36916
International Journal of Undergraduate Research and Creative Activities	11833
Graduate Student Projects	9994
CWU Building Photographs	9953
CWU Student Newspaper	6883
Mechanical Engineering and Technology Senior Projects	6875
Athletics Team Photos from Central Washington University	4691
Media Guides and Press Books	4546
Symposium Of University Research and Creative Expression (SOURCE)	4453
All Undergraduate Projects	3757
All Faculty Scholarship for the College of Business	2733
CWU Theatre Photographs	2696
Library Scholarship	2368
Edward Nolan Photographs	1643
CWU Athletics Events Programs	1632
Undergraduate Honors Theses	1609
Ellensburg History Photographs	1562
Football	1497
Frederick Krueger Photographs	1363
Rufus Woods Photographs	1334
Basketball	1132
Track and Field	1121
All Graduate Projects	1120

Submissions

Date	# Submissions
7/1/17	669
8/1/17	100
9/1/17	33
10/1/17	37
11/1/17	14
12/1/17	24
1/1/18	47
2/1/18	25
3/1/18	111
4/1/18	17
5/1/18	47
6/1/18	57

Views by Category

- Archives
- Athletics
- Faculty Scholarship
- Graduate Scholarship
- Undergraduate Scholarship

Downloads by Category

- Archives
- Athletics
- Faculty Scholarship
- Graduate Scholarship
- Undergraduate Scholarship