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Summer 2019

Digital Initiatives Report for 2018-2019

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Digital Initiatives
Annual Report
Central Washington University Brooks Library
July 1, 2018 – June 30, 2019

Submitted by Maura Valentino, Assistant Professor

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 finished scanning Student Newspapers.
- Staff and Scholarly Communications Librarian discontinued review of and redacting signature pages for Masters of Education Graduate Projects.
- Scholarly Communications Librarian reviews copyright issues and makes redacting decisions.
- In consultation with Archives and Special Collections, staff and students have begun scanning the historical university catalogs.

Mission:

To provide access to historical scholarly content created by CWU faculty and students by digitizing print, audio, video, and images.

Employees:

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 College of Science Department Chairs meeting – had several professors upload their research.
- Scholarly Communication librarian promoted open acess at College of Humanities Department Chairs meeting – had several professors upload their research.
- Matties Olshausen promoted ScholarWorks in SURC during SOURCE
- Maura Valentino captured the student presentations and will upload them to SW
- Archives and Digital Initiatives Staff provided training on scanning and digital preservation to community members
- Maura Valentino and Geri Hopkins spoke 4 times on OER across campus.

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 724 objects and finished the project
3.1.2: Digitizing theses, and uploading to open access digital repository
Graduate student theses scanned, processed, and uploaded - 187 objects, and 13 revisions
Graduate student capstone projects scanned, processed, and uploaded – 97 objects, an 3 revisions

Objective 3.2 – Digital Initiatives Faculty Scholarship
3.2.1 Wrote and received a grant for $36,000 from the Washington State Student Achievement Council to create an OER path through the General Education Curriculum
3.2.2 Published Peer Reviewed Article with Stephanie Buck
Journal of Librarianship and Scholarly Communication
OER and Social Justice: A Colloquium at Oregon State University
3.2.3 Spoke on Leveraging University Resources for the IR at NW IR Users Group in Portland Oregon
3.2.4 Facilitated Round Table on the Copyright First Repsonders Group Cohort 1 at NW IR Users Group in Portland, Oregon
3.2.5 Spoke at SOURCE on OER through the General Education Program

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
- Maura Valentino passed Copyright X an online class at Harvard

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

PROFESSIONAL DEVELOPMENT

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

- Spring 2019 Copyright X training online at Harvard University

- June 10-14 Open Repositories Conference in Hamburg, Germany

- May 17, 2019 Building Capacity for Digital Privacy

- March 6, 2019 Prometheus Board Training

- February 27, 2019 Printer Training

- January 23, 2019 Training in Handling Disruptive Staff Behavior

- November 8, 2019 Follow-up training with Copyright First Responders Cohort 1

- July 12, 2019 Hathi Trust Training in Seattle, WA

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 ScholarWorks)

Viewed over 1,000 times

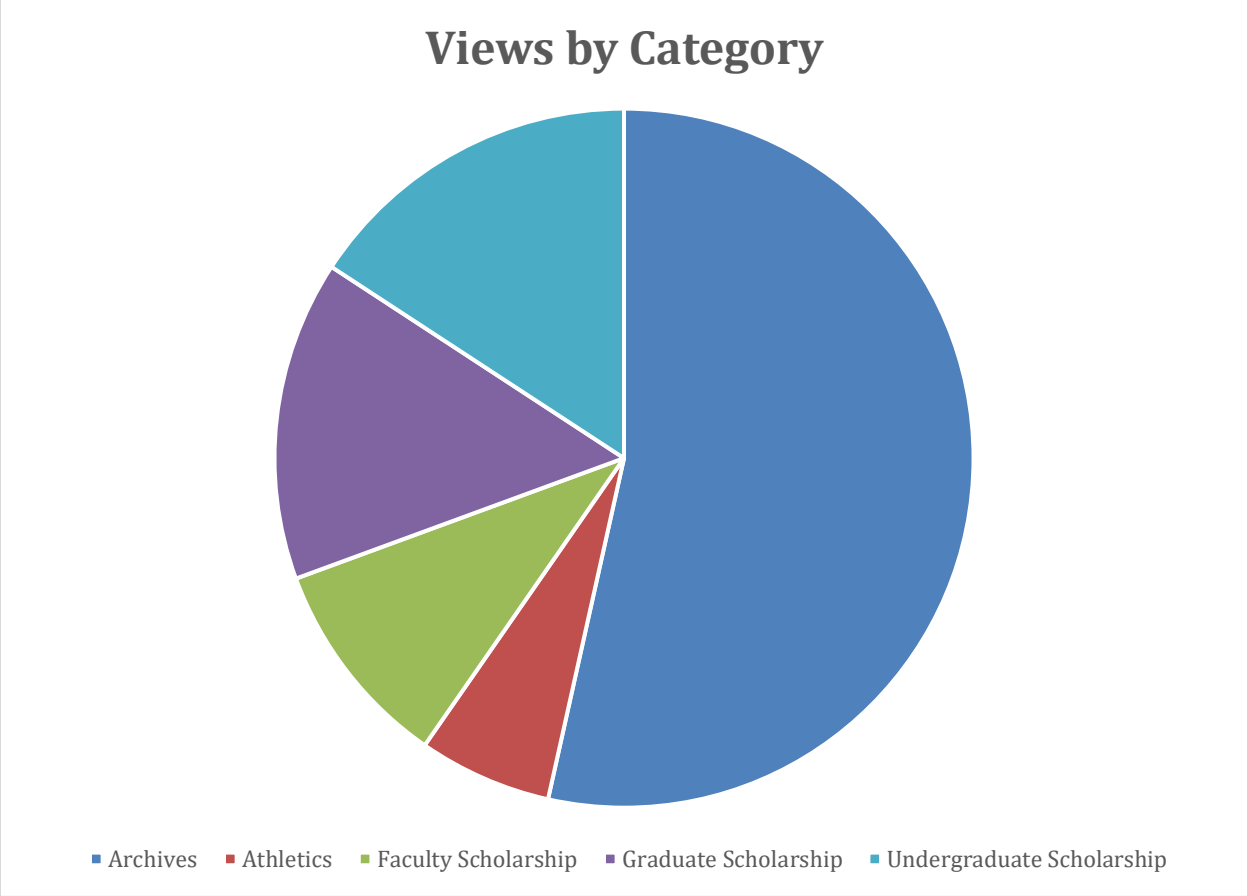
All Master's Theses	6095
International Journal of Undergraduate Research and Creative Activities	3103
CWU Student Newspaper	3046
Ellensburg History Photographs	2737
Symposium Of University Research and Creative Expression (SOURCE)	2612
CWU Building Photographs	2134
Roslyn, Cle Elum, and Ronald Oral History Interviews	1912
All Faculty Scholarship for the College of Business	1661
Frederick Krueger Photographs	1540
CWU Retirement Association Interviews	1263
CWU Yearbooks	1200
Roslyn African American History Photographs	1068

Downloaded over 1,000 times

All Master's Theses	38824
International Journal of Undergraduate Research and Creative Activities	14101
Graduate Student Projects	9820
CWU Student Newspaper	8631
Mechanical Engineering and Technology Senior Projects	4855
All Undergraduate Projects	3695
All Faculty Scholarship for the College of Business	3586
Symposium Of University Research and Creative Expression (SOURCE)	3411
Faculty Senate Minutes	2765
Media Guides and Press Books	2481
All Graduate Projects	1909
Library Scholarship	1673
CWU Theatre Photographs	1562
CWU Yearbooks	1363
Commencement Programs	1083
CWU Athletics Events Programs	1043

Submissions

Date	# submissior
7/1/18	16
8/1/18	70
9/1/18	57
10/1/18	90
11/1/18	84
12/1/18	39
1/1/19	87
2/1/19	49
3/1/19	74
4/1/19	72
5/1/19	417
6/1/19	52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Faculty Scholarship
Graduate Scholarship
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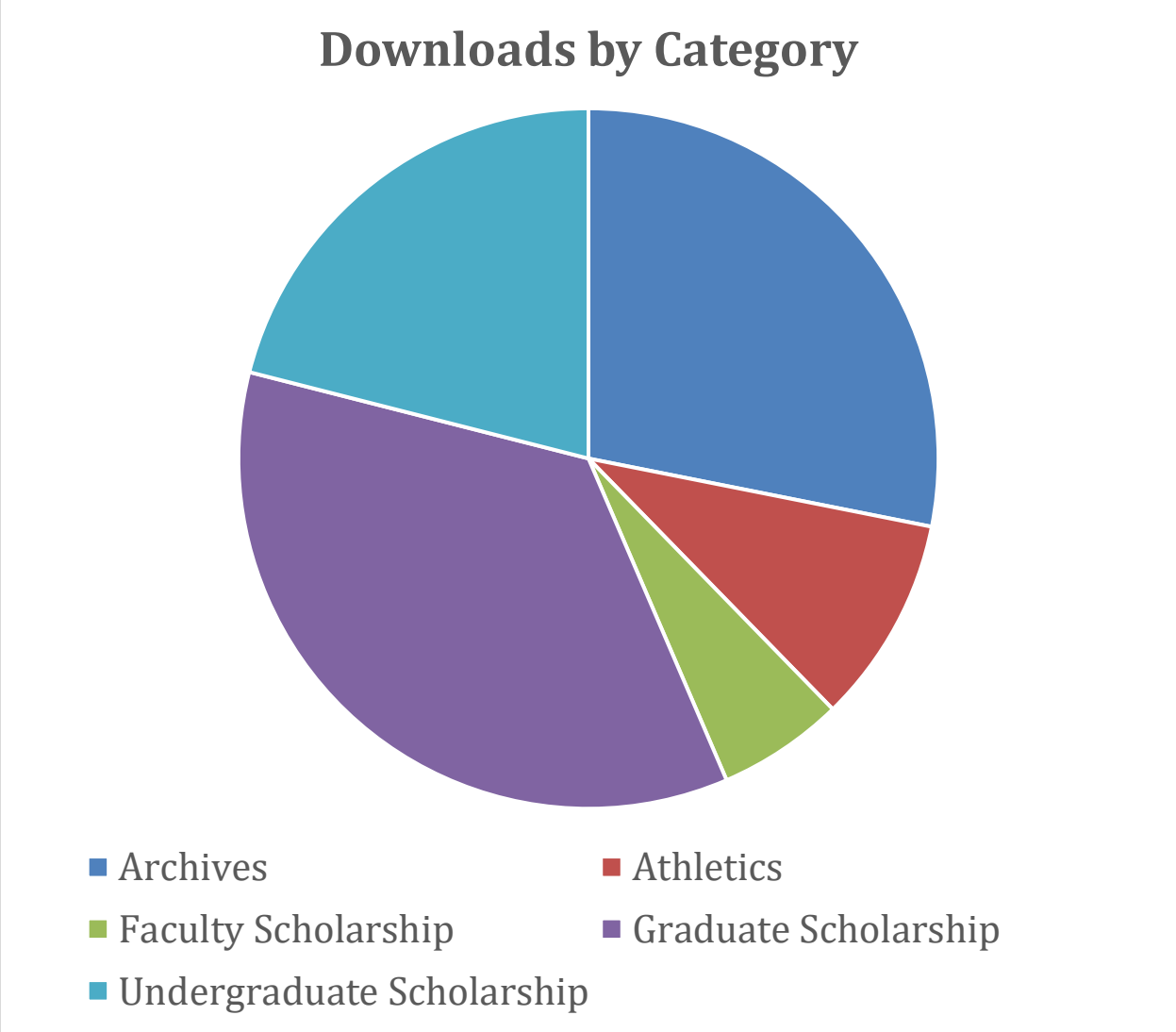
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