



Building a Digital Archive

Considerations for
Special Libraries
On Campus

*Deborah Hackerson
Rachel Hawkins
Don Zhou*

Introductions





University Decision

- When do we learn of availability of this tool as University resource?
- How do we contribute?
- Policies – how do we fit in with what University wants/dictates?



Working with University Libraries

- Policies
- Procedures
- Marketing
- Planning



Stakeholders

- University driven
- Dean driven
- Law school – student journal
- Law school – marketing/image
– different needs/wants



Student Journal Needs

- Online presence
- Management



Law Journal – First Project

- Pre-planning
- Inventory
- Copyright permissions
 - Author agreements
- Metadata
 - Staff resources (no abstract)
 - Special Citation Format




Law Journal – Technical requirement

- Design of site with Digital Commons
 - University policy
 - Technical possibility within DC
 - Patience and negotiation



Law Journal – Technical requirement II

- Site management
 - Administrators
 - Format for uploading
 - Excel or xml
 - Different fields including custom field
 - Bluebook format
 - Date format for issues
 - Setting up report



Managing Expectations for Success

- Student journal
- Website issues
- Deans and Faculty – University and Law School
- Future Projects
 - How does this fit with other scholarly repositories



Communicating Progress

- Law School
 - Students on Law Journal staff
 - Faculty
- University Administration
 - Strategic plan



Working with the Files

- PDF files
- OCR
- Uploading files to Digital Commons
- Next phase: Keeping track of faculty publications

Working with PDF Files

- www.pdfunlock.com

PDFUnlock!

Remove PDF Restrictions Convert PDF to Editable Format. 5 Star Award. Free Download! www.anypdftools.com
Unlock PDF Files Remove PDF passwords and restrictions quickly! Easy to use. www.abaspdf.com
PDF Converter Pro Easily convert between PDF, Word, HTML, TXT or Excel. Free to try! [PDFtoDOCconverterPro.c](http://PDFtoDOCconverterPro.com)



PDF


Download

PDF Converter

Create and convert PDF files from any application

Want to convert a web page into a PDF file? Do it for free at <http://www.htmlpdf.com>

Remove passwords and restrictions from secured PDF files!

Does your file contain something personal or confidential?
Consider using a [secure connection](#) 


[Reset form](#)

10k 659 1,358

PDF Creator

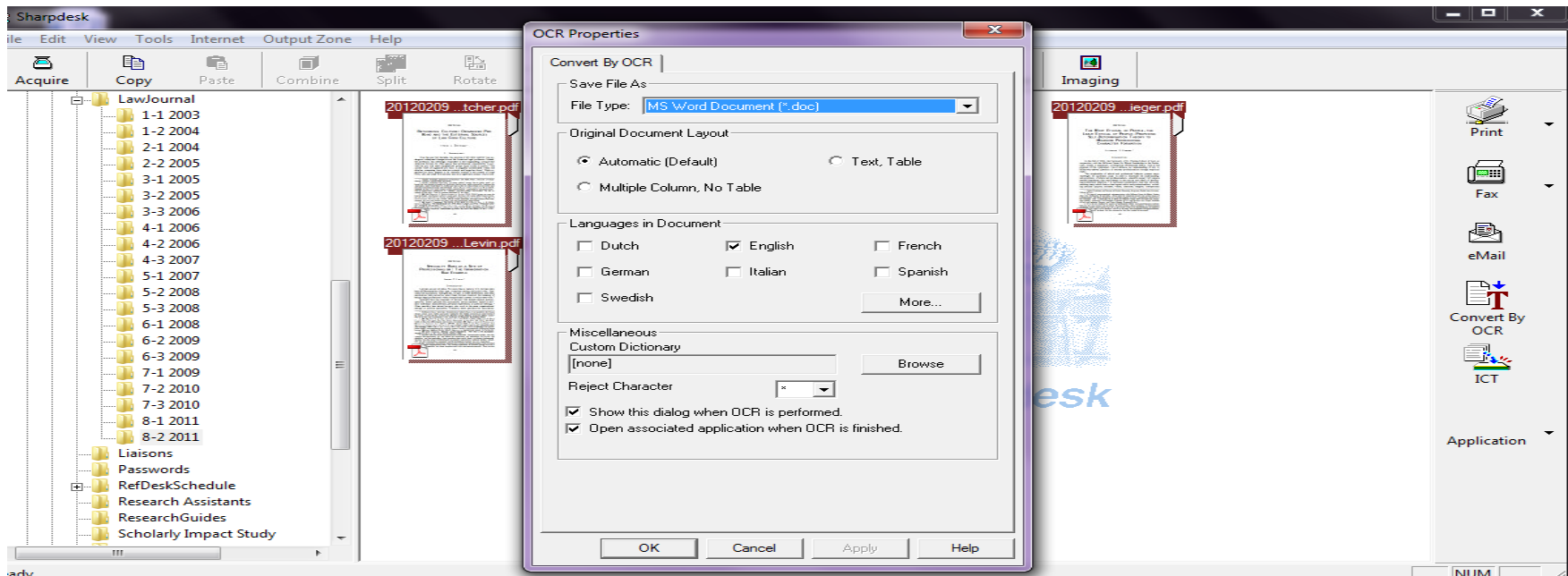
Download the New Version 10!

Did this site help you save (or earn) some money?
Say thanks by making a small donation.

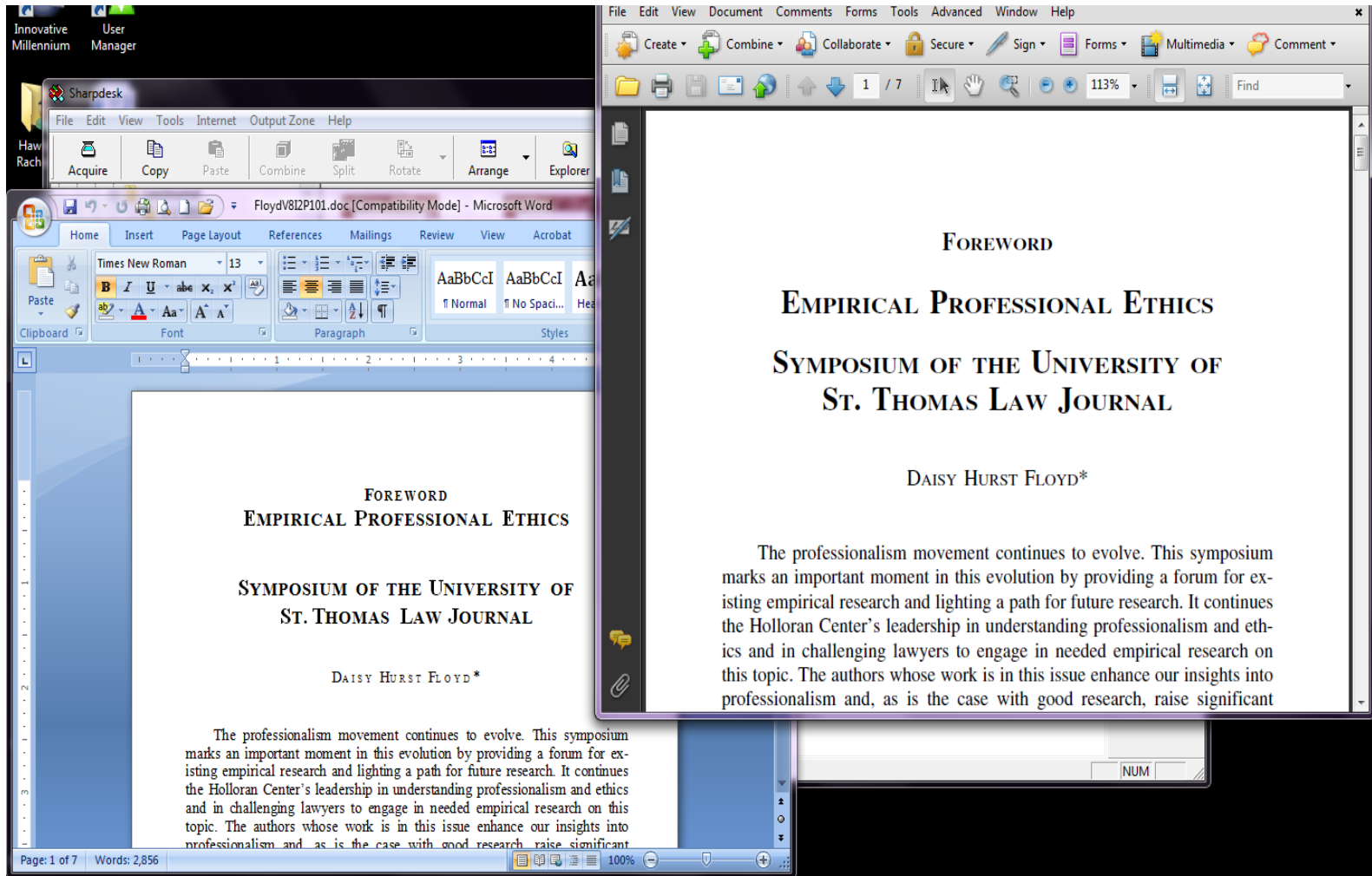


OCR

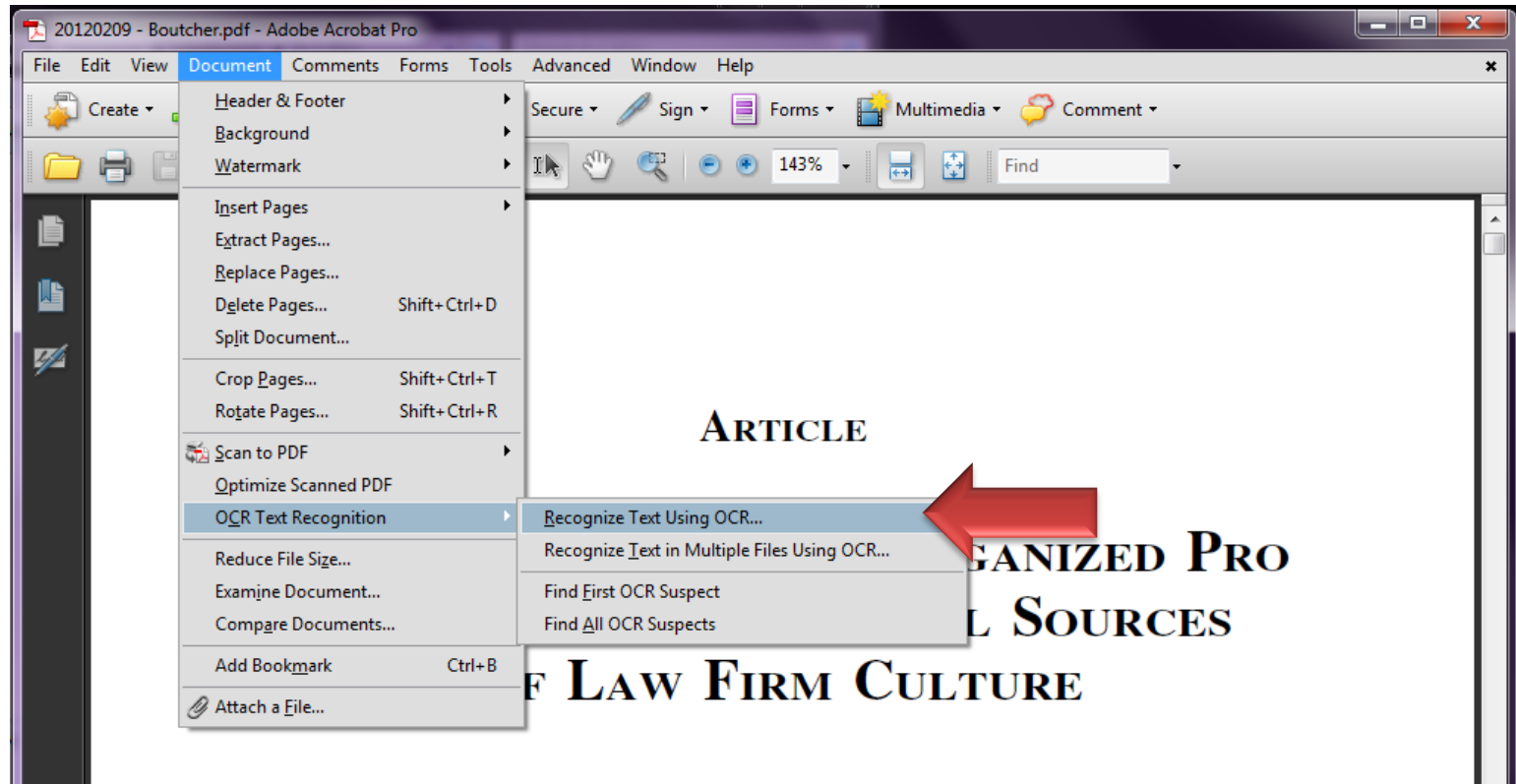
Optical Character Recognition:
A technology that allows you to
turn a paper document into an
editable electronic document.





OCR - Sharpdesk



OCR – Adobe Acrobat Pro



Uploading PDF Files


 University of St. Thomas Law Journal 

[Manage Submissions](#) [Upload Submission](#) [Usage Reports](#) [Configuration](#) [Mailing Lists](#) [My Account](#)

[My Submissions](#)
[Reviewer List](#)
[Reviewer Report](#)

[View/close issue](#)
[Preview site](#)
[Update site](#)
[Go to site](#)
[Preferences](#)
[Log out](#)

[Editor report](#)

Show these submissions: 



State:

Assigned to:

Showing 1 - 25 of 254: << < > >> show all


ID	Author	Title	Last Event	Date of Last Event	Waiting for Editor	Type	Locked by Editor	Issue	Editor	Initial Decision	Reminder
1253	Bryce Young	Recovering Lost Profits: The R...	Published to web	Mon Mar 5 2012		Article		vol8/iss2	Assign	no time limit	
1252	Jerome M. Organ	What Do We Know About the Sati...	Published to web	Mon Mar 5 2012		Article		vol8/iss2	Assign	no time limit	
1251	Leslie C. Levin	Specialty Bars as a Site of Pr...	Published to web	Mon Mar 5 2012		Article		vol8/iss2	Assign	no time limit	
1250	Lawrence S. Krieger	The Most Ethical of People, Th...	Published to web	Mon Mar 5 2012		Article		vol8/iss2	Assign	no time limit	
1249	Verna E. Monson	Ethical Professional (Trans)Fo...	Published to web	Mon Mar 5 2012		Article		vol8/iss2	Assign	no time limit	
1248	Neil W. Hamilton	Ethical Professional (Trans)Fo...	Published to web	Mon Mar 5 2012		Article		vol8/iss2	Assign	no time limit	
1247	Daisy Hurst Floyd	Foreward	Published to web	Mon Mar 5 2012		Article		vol8/iss2	Assign	no time limit	
1246	Steven Boutcher	Rethinking Culture: Organized ...	Published to web	Mon Mar 5 2012		Article		vol8/iss2	Assign	no time limit	

Uploading PDF Files

 University of St. Thomas Law Journal 

Manage Submissions Upload Submission Usage Reports Configuration Mailing Lists My Account

My Submissions
Submission details
Preview Submission
Reviewers
Revise Submission
View revisions
Supplemental Content
Remove Submission
Add reminder
History
Editor Notes
View/close issue
Preview site
Update site
Go to site
Log out
Editor report


Title: Rethinking Culture: Organized Pro Bono and the External Sources of Law Firm Culture 

Authors: Steven Boutcher
Last Event: Published to web (Mon Mar 5 2012)
Waiting for Editor: No **Locked by Editor:** No
Editor: No editor assigned **Manuscript:** #1246 no time limit

Note: Status (above) may not be accurate. Click "Submission details" to refresh.

Full Text of Submission

Please upload your primary submission file. If your file is a Microsoft Word or RTF Document, the system will automatically generate a PDF for you.

- Upload file from your computer 
- Import file from remote site
- Link out to file on remote site

Please upload the full text of your submission:

Cover Letter

Clearly state the purpose of the paper and its expected contribution in your cover letter. You may upload your cover letter or use the box below to type or paste the cover letter.

Launched!

University of St. Thomas Law Journal | University of St. Thomas, Minnesota - Windows Internet Explorer

http://ir.stthomas.edu/ustlj/

MY ACCOUNT FAQ ABOUT HOME



UNIVERSITY OF ST. THOMAS LAW JOURNAL

Home > [USTLJ](#)



About the *Journal*

All Issues

in this journal

[Symposia](#)
[Submissions](#)
[Membership](#)
[Alumni](#)
[Contact Us](#)

Trusted sites | Protected Mode: Off 140% 3:26 PM 3/2/2012

Searching


MY ACCOUNT FAQ ABOUT HOME



UNIVERSITY OF ST. THOMAS LAW JOURNAL

[Home](#) > [USTLJ](#) > [Vol. 8](#) > [Iss. 2 \(2011\)](#)

Articles

-  [Rethinking Culture: Organized Pro Bono and the External Sources of Law Firm Culture](#)
Steven Boutcher
-  [Foreward](#)
Daisy Hurst Floyd
-  [Ethical Professional \(Trans\)Formation: Early Career Lawyers Make Sense of Professionalism](#)
Neil W. Hamilton
-  [Ethical Professional \(Trans\)Formation: Early Career Lawyers Make Sense of Professionalism](#)
Verna E. Monson
-  [The Most Ethical of People, The Least Ethical of People: Proposing Self-Determination Theory to Measure Professional Character Formation](#)
Lawrence S. Krieger
-  [Specialty Bars as a Site of Professionalism: The Immigration Bar Example](#)
Leslie C. Levin
-  [What Do We Know About the Satisfaction/Dissatisfaction of Lawyers? A Meta-Analysis of Research on Lawyer Satisfaction and Well-Being](#)
Jerome M. Ornan

About the *Journal*

All Issues

in this journal

[Symposia](#)
[Submissions](#)
[Membership](#)
[Alumni](#)
[Contact Us](#)

[Receive Email Notices or RSS](#)



Next Phase

- Faculty Scholarship
- Keeping track of all faculty publications using:
 - SSRN
 - Westlaw
- Other Archives??
- Reporting and Stats

Thank You

Questions?

