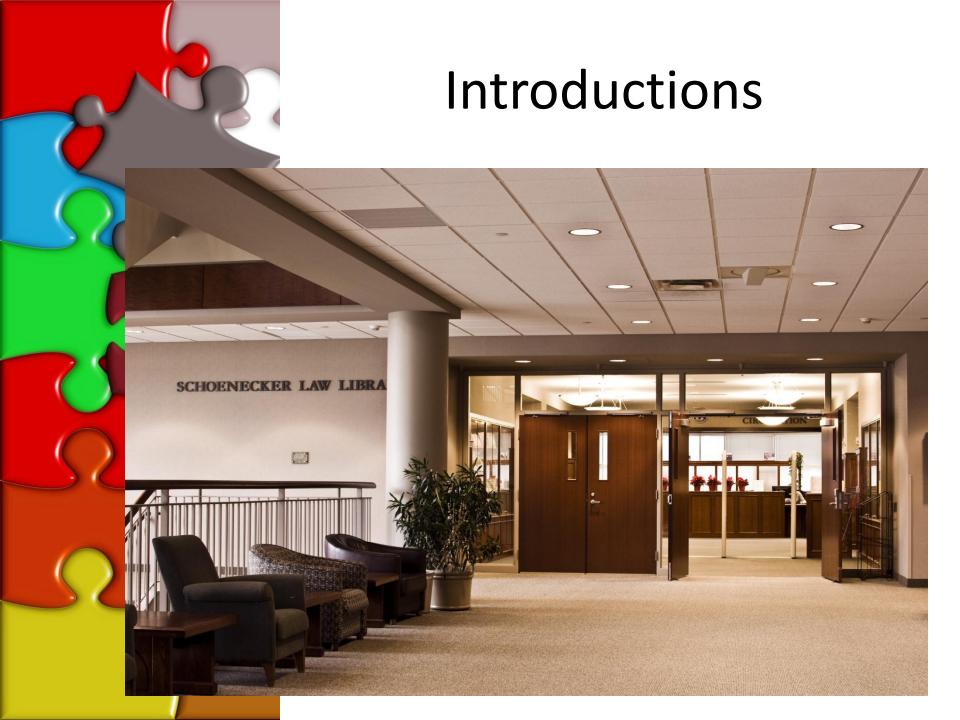# Building a Digital Archive

Considerations for Special Libraries On Campus

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Rachel Hawkins
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University of St. Thomas Law Library

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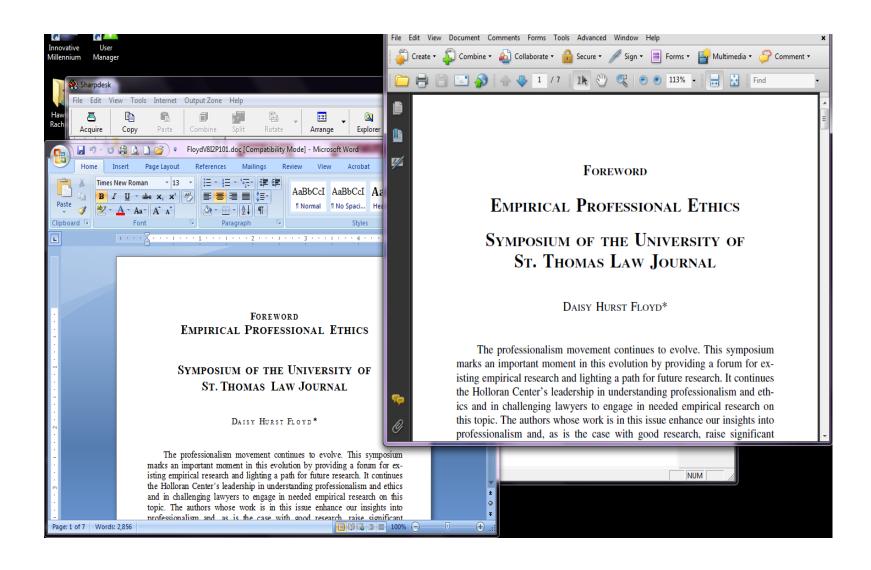
OCR
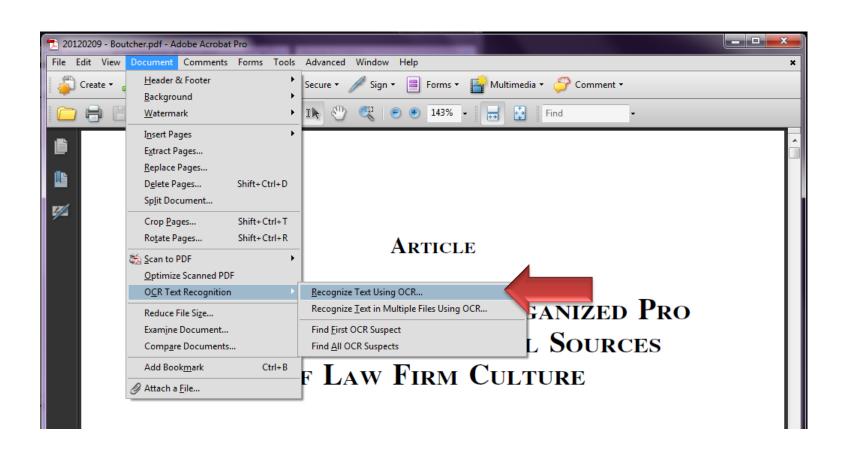
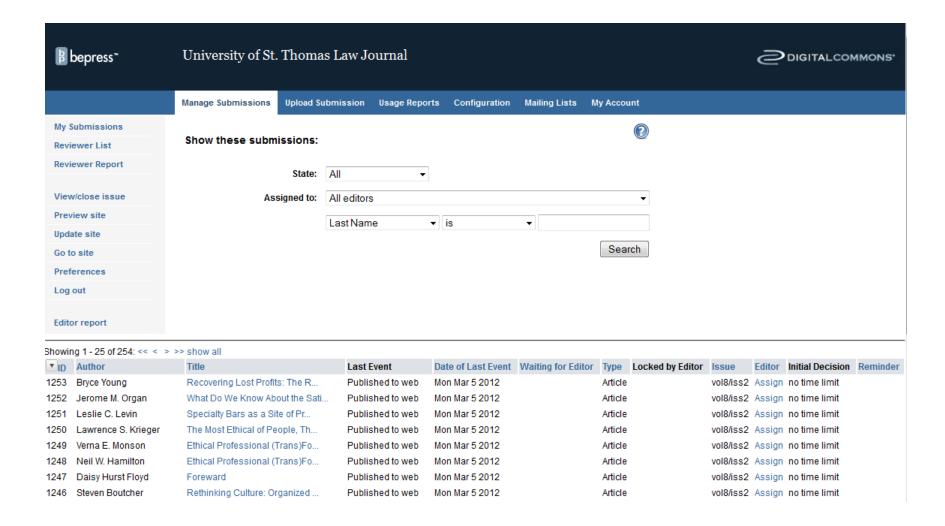Optical Character Recognition: A technology that allows you to turn a paper document into an editable electronic document.
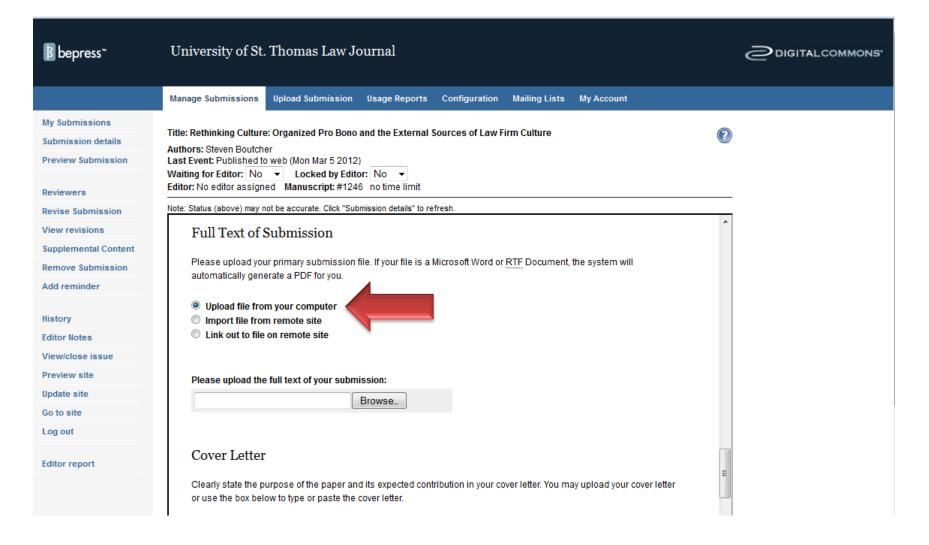
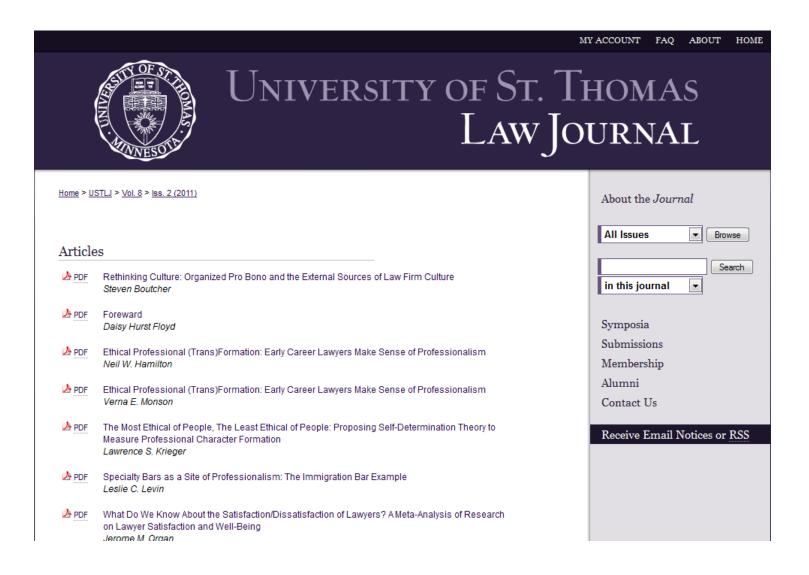# OCR - Sharpdesk

OCR – Adobe Acrobat Pro

Uploading PDF Files

Uploading PDF Files

Launched!

Searching

Next Phase

- Faculty Scholarship
- Keeping track of all faculty publications using:
  - SSRN
  - Westlaw

- Other Archives??

- Reporting and Stats

Thank You

Questions?