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

EMPirical PROfessional ETHics

SYMposium of the University of St. Thomas Law Journal

DAISY HURST FLOYD*

The professionalism movement continues to evolve. This symposium marks an important moment in this evolution by providing a forum for existing empirical research and lighting a path for future research. It continues the Holloran Center’s leadership in understanding professionalism and ethics and in challenging lawyers to engage in needed empirical research on this topic. The authors whose work is in this issue enhance our insights into professionalism and, as is the case with good research, raise significant...
OCR – Adobe Acrobat Pro
# Uploading PDF Files

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Uploading PDF Files

Full Text of Submission

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- 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!
Searching
Next Phase

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

Questions?