

## It Matters How We Open Knowledge: Building Structural Equity

Biennial Open Access Conference at San José State University

October 29, 2021

### We're Going Live when?! Implementing Digital Commons at Texas A&M University-Commerce

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Amy San Antonio, Texas A&M University - Commerce

Adam Northam, Texas A&M University - Commerce

Josephine Rickman, Texas A&M University - Commerce

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01:40:10.710 --> 01:40:20.730

Nick Szydłowski: Hello everyone welcome back, thank you all for being here at San Jose State University on the Internet.

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01:40:23.190 --> 01:40:33.300

Nick Szydłowski: I am, where we have a very busy schedule for the rest of the day, and I think a lot of exciting talks that I'm thrilled to hear, so I think we're just going to kind of start going.

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01:40:35.700 --> 01:40:37.650

Nick Szydłowski: I want to introduce the next talk.

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01:40:39.090 --> 01:40:58.110

Nick Szydłowski: we're going to start with a presentation called we're going live when implementing Digital Commons at Texas A&M University - Commerce and presenting this are going to be Sarah H Northam Amy San Antonio Adam Northam and Josephine Rickman all from Texas A&M University - Commerce.

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01:40:59.370 --> 01:41:05.280

Nick Szydłowski: Sarah H Northam is the head of research and learning at Texas A&M University - Commerce libraries.

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01:41:05.670 --> 01:41:14.670

Nick Szydowski: With over 20 years experience in higher education and 13 years experience in libraries she's a passionate advocate for learning and information access.

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01:41:15.090 --> 01:41:27.450

Nick Szydowski: She enjoys connecting people with information that they need and the possibilities of open education and open access fascinate her and her free time she loves to read travel spoil her dog and hang out with her husband.

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01:41:28.860 --> 01:41:39.120

Nick Szydowski: Amy San Antonio is a research and learning librarian at Velma K. Waters library she works primarily with faculty course reading lists and faculty research services.

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01:41:40.500 --> 01:41:51.180

Nick Szydowski: Adam Northam began working at Velma K. Waters library in 2006 will pursuing his MS in library science from the University of North Texas, which he received in 2007.

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01:41:51.870 --> 01:42:02.730

Nick Szydowski: He became the full-time digital collections librarian and March 2008 and his position transition to digital archivist Adam received as digital archive specialist certification.

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01:42:04.290 --> 01:42:10.770

Nick Szydowski: He has presented at several regional and state conferences and has had articles published in computers and libraries magazine.

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01:42:12.210 --> 01:42:17.310

Nick Szydowski: Josephine Rickman graduated from Texas A&M University - Commerce in 2016.

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01:42:17.940 --> 01:42:30.210

Nick Szydowski: After graduating should we can working at the Texas A&M University - Commerce archives as a part time digital lab assistant she continues to work and Velma K. Waters library as a library associate in the archives.

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01:42:30.720 --> 01:42:34.830

Nick Szydowski: So I'm going to pass this to Sarah Northam we're so excited to hear from you.

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01:42:37.380 --> 01:42:38.790

Nick Szydowski: Great and your screen sharing.

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01:42:39.300 --> 01:42:40.230

Sarah Northam (she/her): Thank you.

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01:42:43.590 --> 01:42:55.770

Sarah Northam (she/her): Okay, we appreciate the introduction and I really enjoyed charlotte's talk in the discussion we've had so far so we're going on, when this is our discussion of.

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01:42:57.510 --> 01:43:05.970

Sarah Northam (she/her): How we use the summer project to implement Digital Commons with a one-month timeline of mostly people who were new to Digital Commons.

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01:43:07.470 --> 01:43:15.870

Sarah Northam (she/her): So on may 5 our Dean met with us and told us that our go live date was going to be changed for and.

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01:43:17.040 --> 01:43:25.380

Sarah Northam (she/her): This was kind of fun because, like I said, most of us were new to digital Commons, we were fortunate and then that there had been an implementation team.

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01:43:25.830 --> 01:43:32.910

Sarah Northam (she/her): That had at least gone through the process of setting up our DEMO site, so we weren't it, thankfully, starting from that point.

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01:43:33.480 --> 01:43:47.760

Sarah Northam (she/her): And, but then covert hit and, of course, everything kind of went sideways when covert hit so then we were brought in to kind of get us up and running and get content in and Amy and I were put in charge of the.

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01:43:48.900 --> 01:43:55.860

Sarah Northam (she/her): scholarly communication side of it uploading faculty and students scholarship so we had to create policies and procedures.

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01:43:56.310 --> 01:44:01.230

Sarah Northam (she/her): What was fun about, that is the day of our initial meeting with the Dean, and our initial meeting with the consultant.

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01:44:01.680 --> 01:44:08.700

Sarah Northam (she/her): Is Amy was on vacation in Hawaii so she didn't even know all of this was going on, so why she was enjoying a restful time.

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01:44:09.150 --> 01:44:14.400

Sarah Northam (she/her): And all of us back here at commerce we're like trying to find out as much as we could about Digital Commons.

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01:44:15.060 --> 01:44:19.560

Sarah Northam (she/her): And when we met with the digital consultant or the Digital Commons consultant.

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01:44:20.220 --> 01:44:27.420

Sarah Northam (she/her): We found out that our timeline actually wasn't a month, it was about two and a half weeks because they needed to have the information.

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01:44:27.720 --> 01:44:38.370

Sarah Northam (she/her): I saw some of those faces we needed to have the information to them to go live about a week to go, so that actually shortened our time to about two and a half weeks, I think I said.

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01:44:39.000 --> 01:44:54.390

Sarah Northam (she/her): And so I immediately started doing as much research as I could about policies procedures and investigating other universities to see what their Digital Commons and institutional repository sites look like.

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01:44:55.770 --> 01:45:06.480

Sarah Northam (she/her): And what we did know is that we wanted to use this as a vehicle to really promote open access and open education on campus and we wanted to make sure that we were doing it in.

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01:45:07.320 --> 01:45:26.070

Sarah Northam (she/her): A way where we really laid out expectations for the repository what faculty and students could expect out of it, what they would need two things I would need to know really to understand what was going on with it, and then we that's how we move forward.

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01:45:32.340 --> 01:45:42.960

Adam Northam: Okay, so I was coming at this platform from an archives point of view, which is a little bit different Sarah and Amy were a little bit higher level, and we were.

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01:45:43.290 --> 01:45:53.940

Adam Northam: Coming from it in terms of we had had a previous digital repository that had been established about 10 years before, so it had a lot of content, and it was.

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01:45:54.660 --> 01:46:07.710

Adam Northam: was very well established So my first thought was, we need to think about content selection, we knew that some of our old content was going to make it onto the new platform, but not everything, and we also.

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01:46:08.130 --> 01:46:17.250

Adam Northam: wanted to make sure that we were finding new content within our archives have special collections specifically to highlight that our users would find useful.

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01:46:18.300 --> 01:46:24.030

Adam Northam: Because that's a big part of this, from our perspective was it's a good way to get our.

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01:46:25.320 --> 01:46:34.080

Adam Northam: archives materials which may not always be as known or highlighted as well as other more traditional library materials and so.

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01:46:35.490 --> 01:46:46.200

Adam Northam: Content selection, was the first one, and we also knew that we had very specific needs, coming from the archives with that we needed our platform to function, a certain way.

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01:46:47.520 --> 01:46:59.940

Adam Northam: In like the example here is, we have a lot of photos or postcards and the information on the back is important as the information on the front, so we needed a way to flip the image so users can see both sides.

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01:47:00.300 --> 01:47:18.000

Adam Northam: And also dates are not always exact so we needed to be able to display certain dates in our platform, you have to have a date for the object to soar correctly, so we needed to display a certain date if the if that was more appropriate, so we were looking at it from a very practical.

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01:47:19.260 --> 01:47:32.250

Adam Northam: more specific point of view, for what we would need this was the first time, our digital archives effort was part of a larger university wide installation like Digital Commons as well, so.

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01:47:33.720 --> 01:47:34.290

Adam Northam: it's like.

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01:47:38.190 --> 01:47:50.190

Amy San Antonio: So they were working on the practical side of things, in laying out the metadata groundwork and Sarah and I were considering the groundwork for the policies and.

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01:47:51.060 --> 01:48:01.800

Amy San Antonio: Guidelines for faculty the and workflows that we would have to establish, in order for faculty to trust us with their work and with the.

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01:48:03.990 --> 01:48:11.790

Amy San Antonio: With the work that we would be doing for them so in order to start that we realized, we needed an objective or a mission statement of sorts.

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01:48:12.510 --> 01:48:23.970

Amy San Antonio: We settled on the purpose of an m commerce Digital Commons is to collect preserve and the publicly accessible scholarly and creative works produced through Texas A&M University - Commerce.

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01:48:24.660 --> 01:48:29.940

Amy San Antonio: um it provide just the basic standard objective, so that we could.

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01:48:30.900 --> 01:48:41.220

Amy San Antonio: kind of build our policies from those um well I had come in late due to my vacation I luckily I've had some background in writing policies for other things in the past.

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01:48:42.090 --> 01:48:52.380

Amy San Antonio: So that was pretty quick for us to kind of put together these documents that laid out who could submit what eligible works would be.

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01:48:53.400 --> 01:49:00.930

Amy San Antonio: accepted into the digital repository and what kind of decision trees, we would need to be establishing.

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01:49:01.710 --> 01:49:06.480

Amy San Antonio: We also considered copyright, once again I said we wanted to make sure that the faculty trusted us.

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01:49:07.230 --> 01:49:16.740

Amy San Antonio: When they were providing us their CDs and working with us to make sure that we weren't just putting their stuff out there, with no thought behind it so.

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01:49:17.160 --> 01:49:24.930

Amy San Antonio: We want to make sure all of these ground line ground rules were established and so that they could see this ask us questions and we would have it all together.

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01:49:29.280 --> 01:49:43.980

Sarah Northam (she/her): When it came to the organizational structure we really wanted to think ahead, about how we wanted our Digital Commons to grow, and in fact you, and then we were under the impression that we really needed to.

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01:49:44.730 --> 01:49:53.670

Sarah Northam (she/her): Have I guess a fully branched maybe that's a way of describing it Organizational Structure prepared for Digital Commons and.

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01:49:54.180 --> 01:50:07.110

Sarah Northam (she/her): We went overboard probably our consultant was very impressed and kept telling us how organized, we are, as she politely tried to say you know you probably should scale it down a little bit before we go live.

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01:50:08.460 --> 01:50:17.640

Sarah Northam (she/her): And then the second thing we did is we wanted to make sure that there was a lot of consistency around what we were posting and what our.

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01:50:18.720 --> 01:50:22.350

Sarah Northam (she/her): presence in Digital Commons look like the different communities.

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01:50:23.820 --> 01:50:27.900

Sarah Northam (she/her): The different types of series, so we came up with configuration standards.

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01:50:28.500 --> 01:50:37.890

Sarah Northam (she/her): If you're not familiar with Digital Commons, there is a place where you configure each section I guess you could call it a Digital Commons and we wanted all of that to look very similar.

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01:50:38.280 --> 01:50:48.420

Sarah Northam (she/her): And then of course we worked on metadata standards for the same reason is, we wanted our records to be consistent across the board and that we were posting the same types of information.

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01:50:52.620 --> 01:50:53.970

Josephine Rickman: So, as we began thinking.

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01:50:54.030 --> 01:50:55.860

Josephine Rickman: about content selection.

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01:50:55.950 --> 01:51:02.640

Josephine Rickman: or archives, one of the things that we knew we needed to do was to refine our digital collection scope.

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01:51:02.970 --> 01:51:10.020

Josephine Rickman: And it wasn't just digital collections, it was actually the archives as a whole that needed a more focused collecting scope.

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01:51:10.500 --> 01:51:18.630

Josephine Rickman: So we ended up working in tandem as a department to create updated collecting scopes for both our archives and or digital collections.

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01:51:18.930 --> 01:51:25.770

Josephine Rickman: One of the most important things that we added for a digital collections were policies about item selection.

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01:51:26.400 --> 01:51:35.700

Josephine Rickman: This would help us to ensure higher quality content we wanted to make sure that the items we were putting online were unique to our institution.

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01:51:36.000 --> 01:51:42.030

Josephine Rickman: And they were in their most complete form possible, so no more personal newspaper clippings.

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01:51:42.840 --> 01:51:58.920

Josephine Rickman: We also included policies for review and removal of items if they no longer adhered to our best practices The other thing we did was overhauled our metadata standards so that they matched what was going into the repository as a whole.

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01:52:00.060 --> 01:52:03.450

Josephine Rickman: We work to create a new controlled vocabulary.

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01:52:04.500 --> 01:52:07.290

Josephine Rickman: Related to keywords for digital Commons.

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01:52:08.460 --> 01:52:19.590

Josephine Rickman: In our former platform, we had focused exclusively on library of Congress authorities, but we knew that keywords would be essential to users finding our content.

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01:52:19.920 --> 01:52:31.950

Josephine Rickman: One of our first collections to go online was a selection of campus building photos so we used those building names as a test case for creating our taxonomy.

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01:52:32.670 --> 01:52:46.200

Josephine Rickman: We created a spreadsheet to track keywords and ensure that they were consistent across different collections and included date ranges and alternate keywords to us.

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01:52:46.920 --> 01:53:06.750

Josephine Rickman: We also have to develop new workflows for this new platform, one of our major efforts was creating a Meta data review process that would have multiple sets of eyes on each record this helped us not only to reduce errors, but also find additional ways to improve the.

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01:53:08.400 --> 01:53:09.150

Josephine Rickman: Next line.

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01:53:14.250 --> 01:53:22.980

Amy San Antonio: um while we're also putting together the policies we also wanted to consider the marketing plan and outreach plans.

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01:53:23.970 --> 01:53:34.950

Amy San Antonio: Specifically in regards to marketing plan we knew that we needed to start doing some social media blast we have a marketing librarian who is really good about putting.

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01:53:35.940 --> 01:53:51.120

Amy San Antonio: Art together and which is one of the things you see on the screen right now um that would spread the word and allow the Faculty to share this information, as we were getting started other ways that we wanted to market the.

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01:53:52.650 --> 01:53:57.390

Amy San Antonio: The Digital Commons was through list serves using the faculty staff list serves, making sure that they could.

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01:53:58.110 --> 01:54:07.800

Amy San Antonio: see it that way, that we have an announcement thing that goes out every so often, so we wanted to make sure that we were on those so the faculty were getting it, whichever way that they.

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01:54:08.490 --> 01:54:22.830

Amy San Antonio: Access their information because everybody does it slightly different and then eventually this was part of the plan, but it was not something we have done yet with a press release we're wanting to do more of a widespread press release, but we were wanting to build more of the faculty.

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01:54:25.140 --> 01:54:33.480

Amy San Antonio: Research into the Digital Commons boost up the special collections within the digital Commons and then we'll do a big announcement.

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01:54:34.590 --> 01:54:37.110

Amy San Antonio: As a press release, hopefully, starting in the spring.

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01:54:39.840 --> 01:54:42.870

Sarah Northam (she/her): So in addition to marketing we thought about outreach, how do we.

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01:54:43.440 --> 01:54:50.400

Sarah Northam (she/her): Not only you know marketing plan is going to say hey we've got this come check it out, but we also needed to make sure that they understood what it was.

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01:54:50.880 --> 01:55:10.650

Sarah Northam (she/her): And so within a few weeks of our go live date not too long after we started a series of workshops for faculty most of these of course were delivered via zoom because in person workshop still aren't that popular yet and we attended a lot of faculty meetings our campus.

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01:55:11.670 --> 01:55:25.530

Sarah Northam (she/her): has an annual assembly every fall right before classes start and all of our faculty are actually required to be on campus for that, and that was actually our first big in person meeting for the fall on our campus and.

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01:55:26.040 --> 01:55:34.380

Sarah Northam (she/her): I was able to meet with several colleges that day to kind of show them digital Commons and what it was, and then of course we've been.

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01:55:35.010 --> 01:55:42.990

Sarah Northam (she/her): Promoting individual consultations and things like that something that I had seen a few other universities do was to collect.

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01:55:43.380 --> 01:55:53.220

Sarah Northam (she/her): The vitas of their faculty and then verify copyright to post the content in the repository so we decided to take that approach, with our outreach and we were like hey.

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01:55:53.550 --> 01:56:01.710

Sarah Northam (she/her): If you send us your CV will do all the work and then upload the content and then all you have to do is worry about the author report, which you know.

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01:56:02.910 --> 01:56:09.900

Sarah Northam (she/her): impact and how many downloads and things like that, because that's kind of sometimes What matters, the most.

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01:56:17.430 --> 01:56:25.800

Josephine Rickman: So what worked, one of the things that worked in our favor was that our DEMO site was already in place, due to the efforts of the implementation team.

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01:56:26.640 --> 01:56:32.310

Josephine Rickman: When we got the charge from our Dean, we were immediately able to get into the sandbox and play.

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01:56:32.700 --> 01:56:40.140

Josephine Rickman: We were able to see what Digital Commons could do from the back end and we were also able to begin adding test items and collections.

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01:56:40.470 --> 01:56:52.680

Josephine Rickman: And figuring out additional things such as a custom metadata fields that would be needed another reason that we were able to accomplish what we did was because our team complement each other very well.

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01:56:53.520 --> 01:57:11.220

Josephine Rickman: We were all made up of different people from different departments, so we had different skills and knowledge that we were able to bring together as a group from there, we kind of divided into subgroups so that we can more efficiently take on these tasks that had a tight turnaround time.

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01:57:12.420 --> 01:57:19.890

Josephine Rickman: We were also able to bring new things that we had learned about Digital Commons on our own to a wider group and living in.

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01:57:25.290 --> 01:57:34.920

Adam Northam: Another positive that we discovered very early on in working with the press in our platform consultants was that the consultants were extremely.

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01:57:35.430 --> 01:57:45.090

Adam Northam: accessible to us was very easy to get in contact with them from the archive side we had probably known that we were switching to this platform.

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01:57:45.480 --> 01:57:53.340

Adam Northam: in some way for quite some time, but we hadn't really seen how it worked and how to work within the environment and when the time came.

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01:57:53.820 --> 01:58:03.690

Adam Northam: We like that it was really easy to speak with our consultants and tell them exactly what we needed, and if we weren't sure they either new or they would try.

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01:58:04.230 --> 01:58:16.680

Adam Northam: To find a solution that worked and, in addition to the consultants talking to them live the knowledge base that's available in the documentation is really robust there's a lot of very specific.

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01:58:17.310 --> 01:58:27.240

Adam Northam: Documents for any issue the issues that we were running into or just getting more familiar with the platform and how to work within it, so that worked out really well and it helped us get up and running.

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01:58:27.540 --> 01:58:37.890

Adam Northam: fairly quickly it's also worth noting that anytime anybody is undertaking a sort of project like this, where they're implementing a new platform or switching from one thing to another.

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01:58:38.940 --> 01:58:56.310

Adam Northam: The librarian and archivist community as a whole is generally extremely helpful, for example, I had a call, I have a colleague at a different university, who had made the switch from the same previous platform that we had had to Digital Commons for a digital collection slash digital archives.

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01:58:57.750 --> 01:59:05.820

Adam Northam: perspective, and so I contacted them just to ask you know from a from a first-person first-hand knowledge point of view.

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01:59:06.390 --> 01:59:12.630

Adam Northam: What can I expect, and is there anything I need to do to get any metadata ready, are there any special.

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01:59:13.320 --> 01:59:29.430

Adam Northam: steps we need to take that we may not know because we've not worked in the platform, so that was really helpful in the beginning, as we were kind of finding our feet,

so I just think that's worth highlighting anytime you're under going through a project like this slide.

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01:59:34.410 --> 01:59:44.880

Amy San Antonio: So while I'm a lot of stuff went really well for us and do what you just heard, and we also had some lessons learned in this little process.

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01:59:46.320 --> 01:59:50.640

Amy San Antonio: First, there needs to be a clear communication of expectation between all parties.

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01:59:50.820 --> 01:59:58.350

Amy San Antonio: There were multiple groups of people working on this um there was the implementation group which was developing like the website.

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01:59:58.530 --> 02:00:09.900

Amy San Antonio: There was the scholarly communication group consisted of Sarah and I try and develop policies and you had special collections trying to get all the practical stuff on there and taken care of so you had all these different groups, all this.

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02:00:12.270 --> 02:00:16.740

Amy San Antonio: chance for miscommunication um, for example, one of the.

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02:00:18.210 --> 02:00:22.710

Amy San Antonio: miscommunications that happened is we overdid our.

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02:00:24.720 --> 02:00:26.700

Amy San Antonio: Work or what's it called.

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02:00:28.410 --> 02:00:30.210

Amy San Antonio: Our workflow of.

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02:00:31.530 --> 02:00:33.480

Amy San Antonio: The Organizational Structure there we go.

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02:00:34.470 --> 02:00:43.620

Amy San Antonio: We overdid our organizational structure to like every little defined things so we had communities, we had series we had like items that we would add into it and they're like we don't need all of that.

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02:00:44.010 --> 02:00:54.570

Amy San Antonio: And so, while we're trying to rush to put together all of this, we were also putting together this organization organizational structure that wasn't necessarily needed, so making sure that there is.

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02:00:54.930 --> 02:01:08.880

Amy San Antonio: Clear communication of We only need this for this launch we need this for this launch is very helpful also I'm making sure you have a clear development plan and idea where you're going to curate I'm.

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02:01:09.930 --> 02:01:22.860

Amy San Antonio: into the institutional repository in advance, many months, maybe, including people a little bit earlier into the process will help those communication groups go a little bit smoother.

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02:01:30.120 --> 02:01:41.760

Sarah Northam (she/her): So looking forward what exactly does that look like for institution, so one of the reasons that we implemented Digital Commons is a few years ago, we have.

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02:01:42.450 --> 02:01:54.600

Sarah Northam (she/her): We got any Dean at our library and she was very forward thinking and she wanted our library, to be a leader, not only an open access, but also an open, education and.

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02:01:54.960 --> 02:02:01.800

Sarah Northam (she/her): To her in order to do that we needed to make sure that we provided the tools to the campus community to kind of fulfill that mission.

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02:02:02.490 --> 02:02:08.370

Sarah Northam (she/her): And in addition open education is becoming quite a prominent topic of discussion.

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02:02:09.210 --> 02:02:18.600

Sarah Northam (she/her): The Texas legislation, there is actually Texas legislation, where they have codified a definition for open educational resources into our education code.

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02:02:19.170 --> 02:02:27.510

Sarah Northam (she/her): And there's been several laws passed kind of promoting or encouraging institutions to use open education and.

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02:02:27.990 --> 02:02:48.150

Sarah Northam (she/her): coursework and to identify different costs associated with course materials, so the idea of open access and open education is definitely a huge discussion and almost all universities in Texas, and then, of course, our system Texas A&M university they.

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02:02:49.290 --> 02:03:05.130

Sarah Northam (she/her): are doing a big push to encourage open education use on campus and there is a system Task Force focused on the ideas of open education, and so we looked at Digital Commons really as a way to facilitate a lot of this.

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02:03:05.850 --> 02:03:15.750

Sarah Northam (she/her): We could host open access journals we could host open educational materials we really wanted to provide that environment.

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02:03:16.950 --> 02:03:30.180

Sarah Northam (she/her): On our campus and that also looks towards we hope to work with the Faculty Senate to do resolutions to endorse open access and open education on our campus that's not something that we have done yet.

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02:03:30.510 --> 02:03:39.180

Sarah Northam (she/her): So we've we have a lot of goals and ambitious that we hope aren't too ambitious, but we're quite looking forward to the possibilities of.

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02:03:39.720 --> 02:03:53.340

Sarah Northam (she/her): of what we can really bring and offer with Digital Commons so really, really, thank you for your time and, as a reward for sitting through our discussion we have you know some lovely pictures of animals for you to look at.

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02:03:53.670 --> 02:04:07.440

Sarah Northam (she/her): And will answer any questions that you might have this is our reflection of a group project group, you have the one that's always observed it, the one that wants you to do the research and then the goofball So there you go.

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02:04:10.080 --> 02:04:19.170

Ann Agee: So I had a question which I dropped in the chat I'm curious about your standards for removing items from the collections what were some of the criteria you used.

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02:04:19.770 --> 02:04:22.950

Sarah Northam (she/her): that's actually a really good question Amy and I.

668

02:04:23.970 --> 02:04:29.160

Sarah Northam (she/her): We had a lot of discussion about that, because one of the things I had noticed.

669

02:04:29.820 --> 02:04:39.300

Sarah Northam (she/her): At other institution is, as I was researching is that they didn't necessarily remove things from a collection, they just said, this document is no longer available.

670

02:04:39.690 --> 02:04:45.270

Sarah Northam (she/her): So some of the things that we went for immediately was copyright valuation.

671

02:04:45.990 --> 02:04:54.720

Sarah Northam (she/her): somebody who might have appropriated somebody else's work we immediately thought about plagiarism that would definitely be something that.

672

02:04:55.380 --> 02:05:15.510

Sarah Northam (she/her): We would want to remove, and for that we decided if there was a plagiarism notice posted or a retraction notice posted on a publisher website that would be an immediate indication for us to do something with it in our collection if we had posted it, and then we also had.

673

02:05:16.620 --> 02:05:25.560

Sarah Northam (she/her): A content decision where we were like if the content is harmful, if and that could be if it's.

674

02:05:27.150 --> 02:05:36.030

Sarah Northam (she/her): If it's racist it is offensive culturally insensitive we also wanted to consider that which was very different.

675

02:05:36.300 --> 02:05:42.870

Sarah Northam (she/her): Because in the special collection side you know they have very different needs, because some of their collections that are older.

676

02:05:43.230 --> 02:05:53.670

Sarah Northam (she/her): So it was interesting because Amy and I were like we're going to take this stuff or do something with it in the collection and archives is like we really need to have some kind of statement to let people know about it.

677

02:05:54.120 --> 02:06:10.980

Sarah Northam (she/her): So we came up with a workflow and then the ultimate decision we decided, with live with our Dean, and then, if we needed to, we would also seek out our legal counsel to get an opinion from them so yeah we definitely thought about that one a lot.

678

02:06:11.970 --> 02:06:22.590

Adam Northam: um I will say to from the archives perspective it's the difference, one of the differences is we create a lot of the content in terms of we digitize a lot of our own content.

679

02:06:22.920 --> 02:06:35.850

Adam Northam: Instead of where Amy and Sarah are working from they're getting content from professors so and we also mentioned that we did kind of refine our collecting scope at the beginning of this we kind of more we defined it more.

680

02:06:37.410 --> 02:06:50.130

Adam Northam: We focused it more geographically things like that, so we would remove something if, for some reason it didn't fall under our scope anymore, or even if the digital object was older and not.

681

02:06:50.610 --> 02:06:59.190

Adam Northam: It was created in a way that did not adhere to the highest quality, because we wanted to make sure the stuff that was coming from our university was as high quality as it could be.

682

02:07:00.150 --> 02:07:10.620

Adam Northam: So, and then also Sarah did mention the copyright issues that's always an issue for us as well, we also take into account our donor agreements if donors.

683

02:07:11.250 --> 02:07:24.090

Adam Northam: gave us material and we a lot of times we put that provision that it could be digitized at some future point so if there was a donor agreement that somehow prohibited that and something ended up there, that would be taken down.

684

02:07:24.810 --> 02:07:31.470

Adam Northam: We do have an official takedown request policy that's being reviewed and so.

685

02:07:32.490 --> 02:07:35.550

Adam Northam: that's always something that we're thinking about from the archives perspective.

686

02:07:37.470 --> 02:07:44.970

Ann Agee: yeah that's a tough one, and Adriana asks if you had to do it all over again, would you change anything.

687

02:07:46.020 --> 02:07:48.780

Sarah Northam (she/her): I think we can all agree, for more time.

688

02:07:50.460 --> 02:07:55.260

Sarah Northam (she/her): I'm Amy and I and I'm we especially.

689

02:07:56.340 --> 02:08:03.720

Sarah Northam (she/her): There were days that we had discussions like Okay, are we are we getting everything we need have we thought of everything that we possibly could.

690

02:08:04.680 --> 02:08:16.530

Sarah Northam (she/her): There was an institutional repository book that I found incredibly helpful because it kind of gave me a checklist of things to look for I don't know what everyone else thinks, but for me it definitely would have been more time.

691

02:08:17.670 --> 02:08:32.340

Adam Northam: yeah I think that's true we talked about the one team that set up the website, I think, from our perspective, it would have been nice to see all of those workings, a little bit earlier, just so we didn't feel like we were going in quite so.

692

02:08:33.120 --> 02:08:39.960

Adam Northam: blind or uninformed or whatever, but yeah definitely more time a little bit earlier in the process would have been great.

693

02:08:42.300 --> 02:08:48.000

Ann Agee: And Susan asks, could you share the title of the IR book that was so helpful.

694

02:08:49.470 --> 02:09:03.480

Sarah Northam (she/her): it's the complete guide to institutional repositories by Steve it's funny because I literally have it sitting right here by Stephen Craig Finley and I think it was yeah it's an la edition publication.

695

02:09:04.020 --> 02:09:22.950

Sarah Northam (she/her): And I want to say that there is an open access version out there, but I might be wrong about that, because there were a couple of them that I bought at the same time, some of them were available open access and in French and but I did I found it incredibly helpful and then we also found.

696

02:09:23.970 --> 02:09:30.120

Sarah Northam (she/her): We reached out to a few institutions that we were able to really have good discussions with so that helped a lot too.

697

02:09:33.120 --> 02:09:42.360

Ann Agee: So we're up at the top of the hour Thank you so much, everyone that was quite a feat you pulled off in that amount of time that is impressive.

698

02:09:43.980 --> 02:09:45.180

Sarah Northam (she/her): Thank you very much.

699

02:09:46.530 --> 02:09:57.690

Ann Agee: And thanks and I'm going to hand things over to my colleague Eric Johnson, who will be introducing the next presentation.

700

02:10:02.850 --> 02:10:05.190

Erika Johnson: or Nick did you want to introduce I'm happy to do either.

701

02:10:05.610 --> 02:10:17.250

Nick Szydowski: I'll introduce I have, I have it open here, thank you, thank you so much to Sarah Amy Adam and Josephine that is really impressive and it's great to hear about.