



May 2007

What Are Institutional Repositories?

By Deirdre A. Scaggs

Many of you may have heard the phrase “institutional repository” floating around the library community or in other circles. It can be used to mean many different things however. It’s a little like the word “archive.” Many people use this term to describe their personal photographs, the building in which archival materials are housed, or as a verb “to archive.” For some, an institutional repository may make them think of any place, room, or container where something is deposited or stored at their institution. But in this instance and for the purpose of our environment it is much more than that. An institutional repository offers specific services to our faculty, staff, and students. To paraphrase Clifford Lynch from the ARL Bimonthly Report 226, these services are set by each institution and allow a centralized way to organize, manage, and disseminate digital materials that have been created by our community members.

Many universities in the United States and Europe already have institutional repositories that have a high level of functionality. They have been designed to meet the specific needs and services of their particular community. For example, institutional repositories could include musical scores produced by faculty/students, it could include materials from the medical school, unpublished data sets that support faculty research, and grey literature. In *Understanding Faculty to Improve Content Recruitment for Institutional Repositories* the authors sell their Institutional Repositories (IR) to their faculty by telling them that the “IR will enable them to: Make their own work easily accessible to others on the web through Google searches and searches within the IR itself; preserve digital items far into the future, safe from loss or damage; give out links to their work so that they do not have to spend time finding files and sending them out as email attachments; maintain ownership of their own work and control who sees it; **not** have to maintain a server; and **not** have to do anything complicated” (Foster and Gibbons).

When I imagine the ideal IR it is a place that is easily accessible, it is available to everyone through the Internet, it is a place that faculty, staff, and in some cases students can deposit their work and research, it is an environment where you can insure that the small, electronic newsletters get saved, and a place to showcase to the broader academic community and the public at large the work and research that comes out of the institution. All is not so idealistic in the IR reality and many factors must be considered before launching a full-blown Institutional Repository. There are many layers of costs associated to starting and maintaining an IR. Policies must be written in advance but remain flexible, there have to be enough staff to make the IR work effectively, support must come from the highest level, and the institution must find a way to get the faculty excited about it or the Institutional Repository will fail.

If you want to learn more about Institutional Repositories please come to the presentation on May 21st by Beth Kraemer, Deirdre Scaggs, and Kelly Vickery at 10:00 a.m. in the Young Auditorium.

Spot Bonus Award Winners



Michele Lai-Fook recently received a spot bonus for the work she did on the microform readers in Young Library. When the project was initiated she worked extensively with the vendor to ensure that this product would work as easily as possible with our computer image, and provided a configuration that, given the complexity of the readers, could be easy to use for our patrons. In addition, the vendor had provided an upgrade to the software which, when Michele installed it, created a problem where the images could no longer be saved to the hard drives or flash drives. As best she could without the source code, Michele took the time to examine in detail the operations of their software and identified and localized the bug introduced by the upgrade. She consulted with the vendor's software developer, who was amazed that she had been able to identify the problem, and he was thankful that she had found it so early so that a fix could be implemented. Michele went above and beyond in this project. Thanks for all of your hard work.

Bridgett Kidwell was recently awarded a spot bonus award. With the unexpected loss of Skip Webb in August, there were some journal issues pulled from the shelves of the MCL reading room that week that were essentially lost to a user when using InfoKat. By knowing the location of these issues was incorrect in InfoKat, Bridgett took the initiative to complete the work that Skip had begun thus making the journal accessible once again. Thanks to Bridgett for a job well done.



News To Use

Student Awards Ceremony



This year's student awards ceremony on April 25th included the addition of a new tradition. The vital role played by our student assistants will now be honored with a new plaque that will display the names of each year's Outstanding Student Award recipients. This year's winners were: Emily Crumrine, Krista King, Lindsey LeGrand and Benjamin Owen. Since the awards system is fairly young, last year's outstanding student recipients were also added to the plaque.

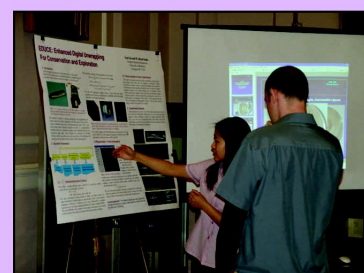
This newest tradition was accompanied by our familiar yet widely popular tradition designed to honor all of our graduating students: Any student assistant or staff member graduating in May, August or December was honored with a book plate placed in the book of their choice. Not only will the book bear their name and place of honor, but the catalog will also include their name as an honoree which can be searched in InfoKat. Congratulations to all of our nominees, winners and graduates!



UK Libraries Sponsors Digital Scholarship Colloquium

UK Libraries was one of the sponsors of the Digital Scholarship Colloquium held on March 28. The Libraries also provided a poster presentation which was held in the Great Hall of the M. I. King Building.

The purpose of the Colloquium was to bring together faculty from across campus who are actively creating and using digital scholarship, and those who are interested in seeing how they might apply technology to their own work. The Colloquium also serves to encourage interdisciplinary and inter-college collaboration.



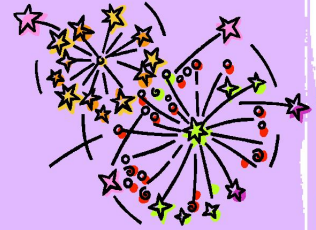
News To Use (Cont.)



Many Thanks to the Staff Advisory Council Members
 Kathyne LeFevre, Sherree Osborne, Adrienne Ritter-Phillips, Mary Geyer, Scott Howard, and Rita Tobin for planning and delivering a great program.

Dean's Award for Outstanding Performance

Terri Brown, Circulation
Judy Fugate, Collection Development
Mary Geyer, Monographs Unit



5 year Service Award

Left to Right: Sherree Osborne, Dean Die-drichs, Kathyne LeFevre, and Jan Carver.
 Not shown: Laura Davidson, Renee Dorn, Elizabeth Eifler, Jason Flahardy, Stacey Greenwell, Adrienne Stevens, Kopana Terry.



15 Year Service Award
 Left to Right: Jill Buckland, Marie Dale, and Valerie Perry.
 Not shown: Thomas Hecker, Gordon Hogg.



10 Year Service Award
 Kathy Franklin



20 Year Service Award
 Dee Wood
 Not Shown: Katherine Black and Rick Brewer.

25 Year Service Award
 Not shown: Diane Brunn.

35 Year Service Award
 Not Shown: Janet Stith.



30 Year Service Award
 Left to Right: Diane Feinberg, Barb Hale, and Roxanna Jones.

WOW!!!



Becky Ryder has been named by State Librarian, Wayne Onkst, to be one of Kentucky's 4 representatives to participate in *Connecting to Collections: the National Conservation Summit* sponsored by the Institute of Museum and Library Services (IMLS).

Comings and Goings



Betsy Hughes, Library Technician Senior with Acquisitions/Electronic Resources in the Collections and Technical Services Division, has accepted an electronic resources position with the Kentucky Virtual Library. Her last day with the Libraries was April 27. Betsy earned her BA and MSLS degrees from UK and cataloged for BWI before joining the Libraries in August 2006. We thank her for her good work and wish her great success in her new position.

What are you reading?

Due to a faithful OTS reader's suggestion, we have created a new feature that, if well received, could make a regular appearance in rotation with our Ask Libby or Did you know? spots. If you are reading something interesting and would like to share with our readers, send a small description to our suggestion/comments page and someone will get in contact with you. Thanks for the suggestion Barb! So....

Barb Hale, what are you reading?

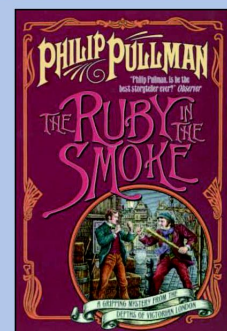
"I am finishing up one of Philip Pullman's novels, and already flipping through another of his titles. The first book is called *The Ruby in the Smoke* which is the first book in his Sally Lockhart series. It is essentially a mystery set in Victorian England and has recently been adapted into a Masterpiece Theatre rendition. My next book in line will be *The Golden Compass* by the same author which belongs to the "His Dark Materials" series. Categorized as a series for young adults, the setting for this book is very different and generally labeled as fantasy since the characters move in a world that appears to be an alternate and very spiritual version of the traditional Oxford, England. This title will also soon be adapted into movie form, but in the mean time you can borrow the book from our Education library...don't forget to take advantage of Book Express for great titles such as these!"

Check out this link to the Masterpiece Theatre version of *The Ruby in the Smoke* which also includes a wonderful author profile.

<www.pbs.org/wgbh/masterpiece/ruby/index.html>

The Golden Compass movie adaptation also has a nice web site:

<www.goldencompassmovie.com/>





Spotlight Series

This Spotlight features Jill Buckland who will retire after 15 years of employment at the University of Kentucky Libraries.

Jill Buckland, Education Library

Jill Buckland will retire this May after fifteen years of service to the UK Libraries. While she has lived in Lexington for twenty-six years, longer than she has lived anywhere else, Kentucky has been just one stop in a life filled with adventure and far-flung locales.

Jill was born in Oxford, England, within one mile of where *The Hobbit* was being written and within four miles of where the *Chronicles of Narnia* were also being written. As a young child living near Birmingham during World War II, she and her family had to go to air raid shelters almost every night to survive the bombings. After the war, they moved to the Cotswolds.

At the age of fourteen, she and her family moved to New Zealand. Jill fondly recalls the six weeks of travel (via ship) it took to arrive. She lived in Matamata in the Waikato valley, where scenes from *The Lord of the Rings* were filmed. Jill thought Matamata was a wonderful place to be a teenager, and she thoroughly enjoyed the two and a half years she spent there. She loved the people, weather, the way of life and that the seaside was only 30 miles away.

When Jill moved back to England she worked in a public library in Stratford-upon-Avon. There she encountered her first Americans (tourists) and had a near brush with greatness when she checked out books to Vivian Leigh's secretary.

For a while, Jill and her husband lived in Cheltenham, but later they moved to Australia where they stayed for six years. She attended school there, just one of six women in an experimental university program. Jill excelled there, receiving an honors degree in English, and went on to teach in high school.

Eventually they moved back to England. Jill's husband, was working for BP Oil at the time and they were posted to the United States. Given a choice of assignments in Lexington or New York, they opted to come to Kentucky.

She developed a strong interest in children's literature while writing a column for her child's school newsletter. Someone suggested she study children's literature with Anne McConnell, so Jill decided to attend library school. She worked as a graduate assistant in Reference and took a job as librarian in the department after she received her degree. She worked in Reference for about eight years, moving to the Education Library in 2000, where she always wanted to work. Jill very much enjoys her job, particularly the interactions she has with the graduate students and the faculty in the College of Education.

Jill and her husband Bill, a research scientist who ended up working in the Medical Center at UK, have been married for 49 years and have four children. David, their oldest resides in Singapore; Mandy is in Michigan; Lucy lives near London, and Howard, the youngest, is in Lexington. Jill and Bill have four granddaughters.

When she is not working, Jill enjoys raising flowers. She sews, knits, and smocks, and even made her own wedding dress! She taught one of her former technicians, Kathryn LeFevre, how to knit, and even had something of a noon-time knitting club with Kathryn, Charlott Bramwell, and Jan Carver. From her American friends she learned basket-weaving and cake decorating.

After her retirement, Jill will be splitting her time between England and the United States. In June she will be going to Chipping Campden in the Cotswolds to furnish her house there, but will be returning soon so her grandchildren can visit her in Lexington. Other travel plans include going to the beach (last December she parasailed in Penang!) and visiting family in Singapore and Australia.

Best wishes for a great retirement, Jill!





Tech Talk

By Beth Kraemer

Tech Talk Stupid SharePoint Tricks



SharePoint is the Microsoft product that the Library system is now using for document sharing and collaboration <<https://libstaffsrv.uky.edu/>>.

We're still in the process of transitioning to SharePoint and there have been a few bumps along the transition road. This Tech Talks column will attempt to point out the things SharePoint does well, the things it does not-so-well, and some tips to basically help you live with the new system.

Good SharePoint



SharePoint does a good job supporting collaboration by several individuals on a shared document. Hovering over the file name will reveal a drop menu with several options. Common Office files (e.g., Word, Excel, PowerPoint) will have an option to open the file in the appropriate application. You can edit the file just as if you had opened it from your own hard drive.

The Check Out feature is another option on the drop menu. Using the check out feature allows others in the group to see when one person is editing the document. This reduces the likelihood of two people editing at the same time and overwriting each other's changes.

Another useful collaboration tool is the ability to set alerts. Alerts can be set to send an email notice to you whenever a particular document or site has been edited. You can set up an alert on a single document using the same drop menu. To set an alert on an entire site (e.g., your Division's SharePoint site), use the "Site Settings" option in the top nav bar. Then choose "My alerts on this site" under the "Manage My Information" section.

Introducing SharePoint has also allowed the Libraries to have a central, navigable place to keep secure information. Our SharePoint installation is accessible only to people affiliated with the UK Libraries. (If you are using Internet Explorer and you are working from your own desk machine, you probably will not be asked for a password. But if you are, use your AD or MC credentials for access.) Because it is restricted, we can post database passwords and other sensitive information to SharePoint. Passwords can be posted in a file stored in your SharePoint site, or embedded in a URL. Contact lib-ts for more information.

SharePoint has several levels of access permission. Most sites in our SharePoint installation have been set up so that everyone in the system has "read-only" access. If you are a member of a division or committee, you have been given "contributor" access to the site, meaning you can edit, add or delete content. If you have contributor access to a site, you can add your own links to other sections of the Libraries' SharePoint site, to make getting around a little easier. You can also contact lib-ts if you have other suggestions for improving site navigation. As you will see in the next section, SharePoint is not the most flexible system but we can add links and navigational aids to help improve our ability to use the site.

SharePoint sites are not just for divisions and established committees. If you are collaborating with someone on a specific short-term project like a paper or a presentation, contact lib-ts to have a SharePoint site created for your project.



Tech Talk (Cont.)

Bad SharePoint



The basic layout in our installation of SharePoint is pretty well fixed. We can make stylistic changes by choosing from a set of “styles,” but all our pages have the same basic structure: Navigation bars on top and on the left, and a section of “Web Parts” in the middle. Web Parts are the SharePoint sections, e.g., “Shared Documents,” “Links,” “Announcements, etc. The particular web parts and their placement can vary, but we are choosing from a fixed list of functionality and layout options. So there is not much opportunity to be too creative. Most of the things you will need to do should be available to you as a link on the page. If you do not see an obvious link, remember to try two things: 1) Look for a drop menu. Hover over the document title to see if the option (e.g., delete) is available in that menu. 2) Click the title bar for the web part to go to a more detailed view. Additional options are often available in this detailed view. If you ever get stuck, contact lib-ts for help.

Our version of SharePoint is not searchable installation-wide. If you use the Search box at the top of any site, it will search only that site, e.g., just the particular committee SharePoint site and not the entire UK Libraries installation. Hopefully the search utility will improve in the next version of SharePoint.

The long SharePoint URLs can be a big problem when you try to send a link in an email message. The links can break across lines in the message so that clicking on the link doesn't work. Long URLs are also a problem if you want to add a link to another SharePoint page to your “links” web part. Those links have a character limit and SharePoint URLs often exceed that limit! One solution to this problem is to use a redirect service like TinyURL: <<http://tinyurl.com/>>. This is a free redirect service that will create short URLs. Paste your long URL into the box and submit to tinyurl. The service will display a shorter URL that will re-direct to the right location. These shortcuts will not expire.

Survey creation is very fast and easy with SharePoint. (Administrator access is required to create the survey. Contact lib-ts if you need a survey.) But if the survey responder takes too long to complete the survey, access can “time out” causing the person to lose any responses that have not yet been submitted. Because of this problem, lib-ts will always create surveys that allow people to edit their own responses. Then you can submit a partial response and finish it later. Also remember that you can craft longer responses in another application, like Word, and then paste the response into the survey box using your browser's Paste command.

SharePoint is a useful application for collaboration. The purpose is to make your work easier. If it's not doing its job, remember that there are things you can do yourself to make SharePoint work better for you and your workgroup. As always, contact lib-ts if you need help.

What's Coming Up?

May 16-18 Ohio Valley Group of Technical Services Librarians Conference, Bowling Green, KY.

May 21 An Introduction to Institutional Repositories, 10 - 11:30 a.m., W. T. Young Library Gallery. Deirdre Scaggs, Kelly Vickery and Beth Kraemer will host a brief presentation and discussion about the benefits and basics of Institutional Repositories.

May 23 Social Software in Libraries, 10 a.m., W. T. Young Auditorium.

May 31– June 3 North American Serials Interest Group (NASIG) conference, Louisville, KY.

June 1 Kentucky Voyager Users Group Annual Meeting, Thomas More College, Crestview Hills, KY.

Did You Know...

A number of weather resources have been developed for the UK campus to improve our preparedness and response to severe weather...especially tornadoes. These resources are available to you and all departments on campus at the following web url:

<http://www.wagwx.ca.uky.edu/stormready> >

Severe weather shelters have been identified for nearly 400 buildings across the entire campus and are available at the url listed above.

Over 100 of the most populated buildings on campus will receive special weather radios which will be programmed to receive Fayette County's severe weather information.

For those buildings not receiving a weather radio in phase 1 of the project the National Weather Service in Louisville now streams Central Kentucky's NWS weather information over the internet. The link to internet weather for the campus is available on your building's severe weather web page at the url listed above.

If you have any questions or would like to sign up for the training, please contact Tom Priddy at: 257-8803 ext. 245 or priddy@uky.edu

Additional weather products are available from the UK Ag. Weather Center at:

<http://www.wagwx.ca.uky.edu>

Don't Forget!!!

We want to learn about your pets. Submissions will be shared in an up and coming edition of *Off the Shelf*. Send a photo and brief description of your loved one to:

Jessica.hughes@uky.edu



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IDRC: Deirdre Scaggs
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Newsletter submissions are due by the 15th of the month.