

Proposal Title: Successfully lobbying for and implementing increased repository staffing: the Iowa State University experience

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Iowa State University launched its institutional repository in 2012 with a full-time, dedicated Digital Repository Coordinator librarian position. The coordinator was tasked with launching the repository, receiving assistance from the library's Preservation and Special Collections departments, as well as two Scholarly Communications Librarians and a Cataloging and Metadata Management Librarian that were hired after the repository's launch. In two years, the repository had grown to include over 20,000 items, including graduate theses and dissertations and publications submitted by faculty from each of Iowa State's seven colleges.

In 2014, the repository's staff was increased to include two non-librarian professional positions and two paraprofessional positions. Two of these positions—one professional and one paraprofessional—are being funded by the Office of the Senior Vice President and Provost, with a two-year commitment. The remaining two positions are being funded by the University Library.

This poster describes how the University Library successfully lobbied for funding to increase the repository's staffing, and the roles of each staff member of the fully staffed repository.

In order to lobby for funding, the University Library had to demonstrate that the repository was a vital tool for increasing the university's reputation, while demonstrating that the repository's workload was greater than one full-time employee could manage. Upload and usage statistics were used to demonstrate the repository's early successes. The Dean of the Library was also able to include the institutional repository as a key tactic in a university-wide initiative to enhance institutional excellence, again relying on upload and usage statistics to demonstrate the repository's impact on increasing the visibility and impact of faculty scholarship.

With hiring completed in August 2014, the repository's staff currently operates on a model derived from subject liaison librarians to efficiently manage the repository's mediated submission-based workflow. While the entire staff is trained to conduct copyright clearance and permissions checking across all disciplines, each staff member is assigned specific departments so they can: (1) become familiar with the research being conducted in their assigned departments; (2) recognize the main granting agencies funding research in their assigned departments; and (3) understand the open access policies of the journals their faculty members publish in most frequently. Uploads not requiring copyright clearance are handled largely by student assistants, with retrospective theses and dissertations being uploaded by the Metadata and Cataloging Department. In addition to copyright clearance and permissions checking, the professional positions have outreach responsibilities. By adding staff to the repository, the Digital Repository Coordinator has increased flexibility to seek out library publishing opportunities, lead repository outreach efforts, and keep track of emerging public access mandates from American funding agencies.