The role of the information specialist in an Institutional Repository

Presented to members of the UNISA Community
22 April 2008
Presenter: Hettie Groenewald
According to Charles Bailey (2005)

“reference librarians are a library’s eyes and ears”
- understand user’s needs and perceptions
- know what is working and what not
- subject selectors
- liaison with faculty and departments
- users: help, information, persuade, teach

Therefore essential to be involved in:
   planning, implementation and operation
of an Institutional Repository
Literature

Louise Feldman (2006)

“Subject librarians have:
- in-depth subject knowledge
- teaching skills
- people skills
- negotiating skills”

“subject librarians today provide:
- reference and research services in their speciality field
- work with faculty to provide information literacy instruction
- make purchasing decisions for materials in their subject collection area”
Librarian skills summarised …

• Collection development
• Liaising (collaboration) with departments
  - focus areas defined
  - projects involved
  - “grey literature”
  - events
  - lectures
  - intellectual output of researchers: articles, conferences
• Research material: inaccessible and frail research material
• Tacit knowledge/input
• Value added
• Training: search and input
Collection development …

• Liaising (collaboration) with departments
  - focus areas defined
  - projects involved
  - “grey literature”
  - events
  - lectures
  - intellectual output of researchers: articles, conferences
• Research material: inaccessible and frail research material
Focus areas defined ...
Intellectual output …
Frail material digitized ...
Research material digitized...

- **South African National Veterinary Repository**
  - Faculty of Veterinary Science, University of Pretoria
  - Broederstroom Veterinary Institute

- **Special Collections**
  - **African Heritage Digital Collection**
    - Africana Books Collection
    - Anthropological, Archaeological and History Collections
      - South African Music History Collections
      - Van Waramo Collection
      - Woodhouse Rock Art Collection
  - **Pretoria**
    - Van der Waal Collection
  - **South African Architects, Buildings and Towns**
    - Gerard Moerdijk Collection
    - Norman Eaton Collection
    - Pioneer Buildings
    - Sir Herbert Baker Collection
  - **Special Books and Maps Collections**
    - Africana Maps
    - Birch Collection
    - Special Books Collection
    - The Huisgehoet Collection

- **UP Publications**
  - Inaugural Addresses

- **Theology**
  - **Africa Institute of Missiology**
    - Research Articles (Africa Institute of Missiology)
Research material digitized...

Christine Seegers is one of the few biomedical artists in South Africa. She made a large collection of biomedical illustrations of wild and domestic animals while she was employed in the Department of Anatomy of the Faculty of Veterinary Science, Ondersteypoort.

Collections in this community

- The Cape Buffalo (Syncerus caffer)
- The Dog and Cat
- The Elephant
- The Horse
Events ...
Librarian skills added …

• Capturing intellectual output of researchers
• Tacit knowledge/input of experts
• Value added: Cataloguers input
• Training
  - input: training of submitters
  - as searchable collection
• Recruiting content
• Research material
Capturing intellectual output …

- Lecturers as researchers
  - NRF ratings and H-index
  - List of publications
  - Web page link
  - Personnel web page

- Students outputs
  - theses and dissertations
  - publications
Where to get articles

- Citations Ranking : Scopus, ISI, GoogleScholar
- H-Index
- List of articles, conference proceedings
- Department : web page, lecturer, personnel
- Research Office
Research ...

PUBLICATIONS

2006


Rogers DEC, Brent AC. Small-scale medical waste incinerators: Experiences and trials in South Africa. Waste Management, in press.


Strauss K, Brent AC, Hiekkonen S. Characterisation and normalisation factors for...
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<td>Environmental and social impact considerations for sustainable project life cycle management in the process industry</td>
<td>Labuschagne, C., Brent, A.C., Claassen, S.J.</td>
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<td>Integrating LCIA and LCM: Evaluating environmental performances for supply chain management in South Africa</td>
<td>Brent, A.C.</td>
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<td>Management of Environmental quality 16 (2), pp. 130-142</td>
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<td>Sustainable life cycle management: Indicators to assess the sustainability of engineering projects and technologies</td>
<td>Brent, A.C., Labuschagne, C.</td>
<td>2004</td>
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### H-index ...

**Citation Overview**  Citations received since 1996

This is a citation overview for a set of 22 documents.

**Overview options**
- Exclude from citation overview:  □ Self citations of all authors

**Sort Documents**
- Year descending  ▼

**Date Range**
- 2006 ▼ to ▼ 2008

**Update Overview**

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**Document h Index**
- h-index = 7

Of the 22 documents considered for the h index, 7 have been cited after 1995.

Scopus does not have complete citation information for this document.
What to do with articles

- List of articles to team working with copyright
- Copyright sorted out
- Articles prepared according to copyright instructions
- Submitted by …. person allocated and trained
- In workflow
Managing collections

• Collection policy:
  - Roles and responsibilities specified
  - define format
  - material specified
• Procedures
  - File naming
  - List of submitted items
  - Backups
• Experts on:
  - Scanning
  - Metadata
  - Copyright
• Workflow/collection
• Training and template
Collection policy

| Please provide the name/s and also description/s of the Communities / Collections |
|---|---|
| Top-level Community E.g. Education | Engineering, Built Environment and Information Technology |
| Description | Faculty |
| Sub-Community E.g. Curriculum Studies | Architecture |
| Description | Department |
| Collection E.g. E-learning | Rosa Swanepeel |
| Description | Collection of newsletters, photographs, plans, documents and related material on the history of Pretoria pre 1900 |
| Community Manager (i.e. SU Leader) | Nicholas Clarke |
| Collection Administrator (i.e. Information Specialist) | Nicholas Clarke, Hettie Greenwald |
| Collection Administrator back-up | |
| Description of content to be submitted to collection | Diverse electronic media |
| Possible file (digital) formats to be submitted to collection | PDF, jpeg, |

**Workflow responsibilities (please list names/ e-mails)**

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<th>Submitters</th>
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<td>Individuals responsible for Accept/ Reject (if any)</td>
<td>Keesen van Niekerk</td>
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<td>Metadata editors</td>
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<td>Commit to archive</td>
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Example ...
UPSpace Workflow for Rosa Swanepoel Collection

Identify items to be uploaded
Nicholas

Scanning:
File:Ria:specs

Item Control file (PC)
Nicholas

Backups: Nicholas

Reviewer
Karlien

Edit Metadata
Allocated by Library

Collection administrator
Nicholas/Hettie feedback

Available on UPSpace

Submitters
Nicholas

Map: Hettie feedback
Training material available ...
Thank you!

Hettie.groenewald@up.ac.za
Information Specialist : EBIT
Tel.: +27 12 420 3876
Bibliography

• Asworth, S. Role of librarians in the development of Institutional Repositories. [http://www.pfsl.poznan.pl/oa/ppt/2.ppt](http://www.pfsl.poznan.pl/oa/ppt/2.ppt)
• Bailey, C.W. The role of reference librarians in institutional repositories. Preprint 4/06/05