

It Takes a Village:
IR Management
Distributed Across
Campus



Introductions



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plan for today

- ◎ background info
 - St. Norbert College
 - campus culture
 - our repository journey
- ◎ what we learned
 - our biggest successes
 - our biggest hurdles
 - best practices



background information

St. Norbert College and its journey into institutional repositories

fast facts about St. Norbert College

SMALL

Currently, we have 2,211 students enrolled. Only 100 of those are graduate students while the rest are undergrads.

We have 180 full-time faculty members.

LIBERAL ARTS

As a college we have a variety of scholarly, creative and intriguing academic endeavors, papers, presentations, etc. happening all the time.

A significant part of the inception of the commons was to create a space to celebrate these endeavors.

CATHOLIC HERITAGE

St. Norbert College is the only higher-level institution of the Norbertine order. We are a global epicenter of Norbertine scholarship.

Founded primarily as a teaching institution, our campus culture revolves around a common theme of leading by our words and our actions as a community.

fast facts about our digital commons

OUR BEGINNINGS

A partnership between our digital learning initiative and the library saw the need for more transparency in celebrating college scholarship. A collaboration was born to create a space for that celebration to happen.

OUR MISSION

Highlight, showcase and preserve the scholarship of our institution:

- faculty and student scholarship
- historical and cultural items of the college
- administrative documents
- scholarship in teaching

community ownership

How we created a workflow around the mission of communio

advisory level: cultivating a group of stakeholders

- ◉ represent voices from important areas of campus
- ◉ create a sense of investment from future champions
- ◉ involve from the outset especially when brainstorming seed content



day to day level: creating the actual workflow

ADMINISTRATORS

are created at the project and campus area level. These heads are responsible for their area's community on the commons. Depending on technical ability, they handle some uploading and configuration.

SUBMITTERS

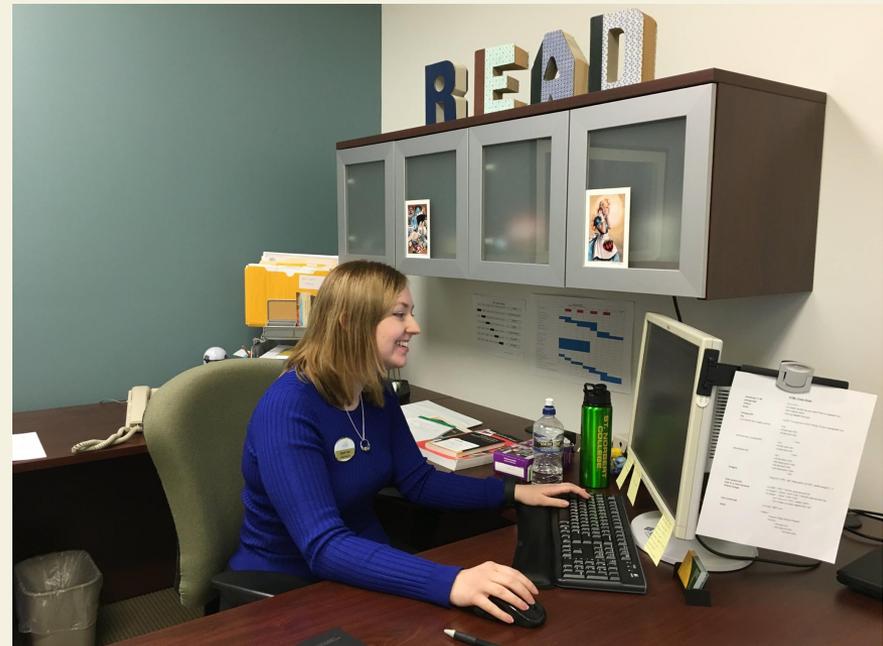
can be anyone on campus who has a work to submit. However, most are recruited at a project level and generally speaking submissions are not open to just any kind of work. There are large 'buckets' for student and faculty/staff scholarly and creative materials.

CHAMPIONS

do not necessarily have to have a space in the commons. Instead they are people who are invested either in the idea of the commons or in open scholarship. They spread our mission and help recruit possible content.

managerial level: my role as IR manager

- Coordinate and lead advisory meetings
- Support for administrators, submitters and interested parties
- Co-create marketing plans and strategies with communications specialist
- Upload and arrange submissions from various projects across campus including the library
- Point person for content recruitment
- Coordinate with bepress on creation and maintenance of all areas of the commons



what we learned

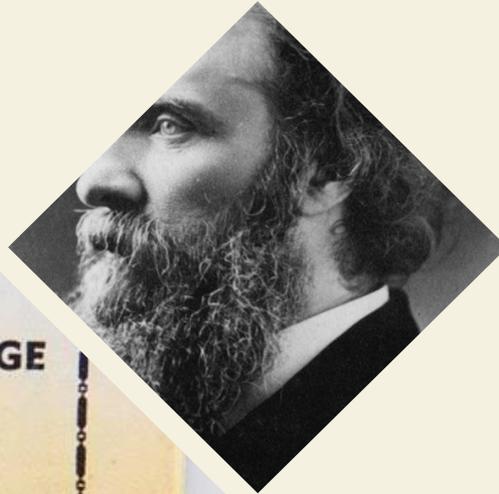
our successes and our hurdles

successes

REND
GULATION
For
ST. NORBERT COLLEGE
STUDENTS

★
Adopted February, 1941
★

BERT CO
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- finding the right seed content
- joining conversations around exciting new projects
- fulfilling needs from all across campus
- working with Communications team on 'branding' from the beginning
- establishing a presence as a supportive collaborator

hurdles

- ◉ finding an outreach mechanism
- ◉ educating campus on open scholarship
- ◉ campus culture regarding self promotion
- ◉ diverse content recruitment
- ◉ accommodating administrators with all levels of technological ability



translating this to other campuses

moving beyond just St. Norbert College

partnering on campus: potential groups

FACULTY

Faculty are often the focus of institutional repositories as sources for new content. They can also be strong allies in championing the entire enterprise. Looking to partner with them can lead to insight regarding faculty culture and any possible concerns.

STUDENTS

Students, both inside and outside the classroom, are great innovators. Reaching out to individual students, organizations or groups, can help to know what's happening on campus and where the repository can step in to assist in their academic or creative scholarly work.

STAFF

Depending on the scope of your repository, finding exciting work from staff, both inside and outside of their position, including personal research, can be a great resource for potential submitters or administrators.

DEPARTMENTS AND ORGANIZATIONS

Many departments on campus work on institutional documents every day – including but not limited to: events, syllabi, and access to recordings or other media regarding the college's.

OFFICE OF RESEARCH

Several larger institutions have offices dedicated to research. Whatever this may look like at your institution, create a link of communication to this office equivalent. It can lead to access of many areas of research such as data, scholarship and faculty/student collaborations.

OFFICE OF COMMUNICATIONS

Creating and maintaining a partnership with the offices that work with the institution's branding, marketing and outreach as soon as possible can make a huge difference in the reception of the institutional repository's mission.

our best practices



RECRUIT CHAMPIONS

The success of any venture relies on the engagement of participants.

Finding the right people to champion your commons is hard, but so important!



DIVERSITY OF VOICES

In order to make sure your commons truly represents the intellectual output of your institution, ask a wide variety of your community about their needs.



GET CREATIVE

To successfully implement a decentralized workflow, a manager has to be flexible and ready to give up some measure of control over the repository's collections.



GIVE OWNERSHIP

In order to have an invested group of supporters, the commons has to be seen as an extension of campus. Allowing each area to create their own space plays a huge role.



BE SUPPORTIVE

Giving up sole ownership of the commons means that a manager has to be available to answer questions. Maintaining momentum with the project is impossible without investors feeling supported.



YOUR COMMUNITY

Trust your college community and trust the vision created by your actions. It may be difficult initially, but the rewards are invaluable down the road.

Thanks!

QUESTIONS?



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