

# Staffing an Institutional Repository with Limited Resources

One of the first questions most people ask when launching an institutional repository is: how will we staff it? Four schools with creative answers to that question share their approaches below.

## Me, Myself, and I: One IR Manager



Dominican University  
of California  
1,900 students

Total Staff Time: 3/4 FTE

Michael Pujals is the Scholarly Communications Librarian and the one-man show behind Dominican Scholar. By building relationships with faculty and staff, he can collect more content and make this juggling act a graceful one.



Michael Pujals

Michael presents at retreats and approaches potential partners every chance he gets: the webmaster and other librarians, including the archivist, pass along content on a regular basis. Students and conference organizers upload their own content, which saves Michael time. Finally, Michael isn't shy about leaning on his bepress consultant: "Lauren is more of a coworker than tech support: I think of her as the second staff member." ■

## A Little Help From My Friends: Working with Student Assistants



Linfield College  
1,700 students

Total Staff Time: 1/2 FTE

Linfield's upper administration and Trustees offer grant funding and work study support to sustain wine archives from the region. That means Kathleen Spring, the main IR manager, gets help from student assistants as well as the Director of Archives.

Students can handle more than you might think: at Linfield, they batch upload content from Dropbox to pull in URLs automatically. Admins have kickoff meetings with students to set expectations and streamline communication. ■



Kathleen Spring



## A Team Effort: Distributed Across the Library



The College at Brockport,  
State University of New York  
7,000 students

Total Staff Time: 1/2 FTE

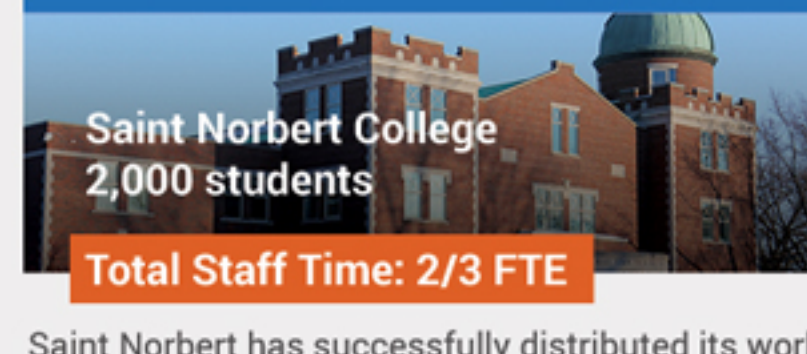
At Brockport, the library distributes IR management, with 68% of staff involved in some way. IR tasks are well integrated into librarians' roles and skillsets, so projects don't feel "extra" or cobbled together. For example, a faculty book collection was a perfect fit for the Cataloger and Collection Management Librarian, who already worked on similar projects.

The IR is embedded into the library's workflows and culture, too. Contributing to Digital Commons is written into job descriptions, and recognized in tenure and promotion guidelines. ■



The Library Team

## It Takes a Village: Distributed Across the Campus



Saint Norbert College  
2,000 students

Total Staff Time: 2/3 FTE

Saint Norbert has successfully distributed its workload throughout campus, with a cross-campus advisory group that aligns with the university's goals. Archivist Sarah Titus doubles as a Project Librarian for Intellectual Engagement Initiatives, and two part-time students and circulation assistants work on the IR on a project-by-project basis.

The advisory group includes the library, the Communications Office, and the Center for Norbertine Studies, and aims for a diverse sampling of collections to best represent campus. By delegating some collections to groups including the Art Department and the Office of Institutional Effectiveness, the library has found that outside contributors often feel a greater sense of ownership over projects they directly contribute to. And using a project-management approach lets the library decide what strategic and timely collections they should manage themselves. ■



Sarah Titus

