

Faculty Collections Toolkit

Submitting faculty work to the repository is an excellent way to promote the research being conducted at your institution, as well as provide more visibility and accessibility for that research. Faculty produce a wealth of scholarship in a variety of forms, including previously published journal articles, conference presentations, monographs, working papers, performances, creative works, and more. This collection of documents, presentations, and templates provide guidance and recommendations for approaching faculty and departments, developing effective workflows, and addressing copyright and permissions issues.

Digital Commons Guides

User Manual: Administering a Series in the Digital Commons Repository

▶ <http://digitalcommons.bepress.com/reference/5>

Book Galleries: How to Display Books in Digital Commons

▶ <http://digitalcommons.bepress.com/reference/34>

Copyright Toolkit

▶ <http://digitalcommons.bepress.com/toolkits/4>

Author Dashboard: Providing Real-time Usage Statistics to Digital Commons Authors

▶ <http://digitalcommons.bepress.com/reference/54>

Papers and Presentations

How To Fill Your Institutional Repository; or, Lessons I Learned By Doing

Paul Royster, University of Nebraska - Lincoln

▶ http://works.bepress.com/paul_royster/49

Paul Royster's presentation gives an introduction to getting content for the new repository. He presents valuable tips and advice culled from his years of experience working with DigitalCommons@University of Nebraska- Lincoln.

Capturing Unique Collections in Digital Commons: A Service to Campus and Community

Ann Taylor, bepress

▶ <http://digitalcommons.bepress.com/toolkits/8>

This short tutorial discusses how the Digital Commons community is leveraging the capabilities of DC repositories to handle unique collections, including primary research materials, images, historical documents, and audio and video recordings.

Advocating for Scholarly Communication Issues: Getting Started

Jodi Tyron, Grand Valley State University

▶ <http://digitalcommons.bepress.com/collaboratory/7>

Originally aimed at liaison librarians, this one-page handout provides recommendations for introducing departments to the repository and getting and maintaining faculty interest over time.

VERSIONS Toolkit (Versions of Eprints - user Requirements Study and Investigation Of the Need for Standards)

London School of Economics

▶ <http://digitalcommons.bepress.com/repository-research/69>

Publishers often specify which version of an article may be posted to an institutional repository; the *VERSIONS Toolkit* provides guidance on issues surrounding multiple versions of articles, including advice on organizing them so they are easily found later and a discussion of author agreements with publishers.

Syndicating Content From the Institutional Repository to Complete Department Webpages

▶ <http://blog.digitalcommons.bepress.com/2012/06/26/syndicating-content-from-the-ir-to-complete-department-webpages>

This blog post describes how UMass Medical School uses RSS feeds to complete departmental webpages with direct links to faculty scholarship in the IR.

Building Content by Building Community: Engaging Faculty at Cornell's ILR School

Jim DelRosso, Cornell University and Ann Taylor, bepress

▶ <http://digitalcommons.bepress.com/webinars/16>

In this webinar, Jim DelRosso of Cornell ILR's Catherwood Library shares strategies that have helped DigitalCommons@ILR achieve over 66% participation from faculty.

Navigating the World of Copyright and Permissions, Part I: Authors' Rights Initiatives

Betty Rozum and Jennifer Duncan, Utah State University

▶ <http://digitalcommons.bepress.com/webinars/21>

In this webinar, Jim DelRosso of Cornell ILR's Catherwood Library shares strategies that have helped DigitalCommons@ILR achieve over 66% participation from faculty.

Templates, Brochures, and Promotional Presentations

Why Archive in an Institutional Repository? (brochure)

Marianne Buehler, University of Nevada, Las Vegas

► <http://digitalcommons.bepress.com/collaboratory/5>

Make Googling Yourself Much More Satisfying (brochure)

Isaac Gilman, Pacific University

► <http://digitalcommons.bepress.com/collaboratory/1>

Faculty Permission Letter (opt-out)

Todd Chavez, University of South Florida

► <http://digitalcommons.bepress.com/collaboratory/12>

ScholarWorks@GVSU Brochure

Sarah Beaubien and Erin Fisher, Grand Valley State University

► <http://digitalcommons.bepress.com/collaboratory/28>

This bi-fold brochure aimed at faculty emphasizes the global reach and impact of Grand Valley State University's repository, ScholarWorks@GVSU.

Take Advantage of the Jefferson Digital Commons for Shameless Self-Promotion

Ann Koopman and Daniel Kipnis, Thomas Jefferson University

► <http://jdc.jefferson.edu/aisrpubs/21>

In this PowerPoint presentation, Ann Koopman and Dan Kipnis explain the benefits of Jefferson Digital Commons to faculty, including increased visibility, readership metrics, and services to help showcase a variety of content. An "FAQ" section at the end effectively addresses concerns about workload, copyright, and scholarly communications issues.

SelectedWorks pages can be a valuable tool in your repository strategy, providing authors with control over their scholarly profile and providing the repository with rich author profile pages.

For more, see the full SelectedWorks Toolkit at <http://digitalcommons.bepress.com/toolkits/13>.

If you have any questions or concerns, call or e-mail the bepress Consulting Services team.

Call (510) 665-1200 ext. 2 support@dc.bepress.com