Feeling Around in the Dark: Defining the Library's Role in a Campus-Wide Digitization Project

Mary E. Piorun
University of Massachusetts Medical School

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Feeling Around in the Dark

Establishing the Role of the Library in a Campus Wide Digitization Project

Lamar Soutter Library
University of Massachusetts Medical School
Mary Piorun & James Comes
Project Background

- Faculty members go to IS for help managing images used for teaching
- IS doesn’t have the resources or time
- The Library has knowledge and staff expertise

- TIP #1: Seek out opportunities to showcase your skills
Faculty Readiness

- Curious - want to get involved
- Leaders - have private collections to share
Faculty Readiness

- Status quo

- TIP #2: Start with faculty who are the most receptive to change
Waiting & Planning

- **Step 1: Forming goals**
  - Fuzzy or implied
    - Build a database of faculty created images for use by faculty in teaching

- **Step 2: Obtain funding**
  - Shared costs
    - IS: software & installation
    - Library: training
    - What’s missing? hardware and maintenance

- TIP #3: You may be required to Act before you Think
Ready – Set – Go

- The Library is formally charged with forming and leading a campus wide team to implement a digital image database.
  - Library staff
  - Information Services
    - Academic Computing
    - Instructional Technology
  - School and clinical faculty

- TIP #4: Include representation from a broad range of departments
Project Goals vs. Departmental Goals

- **Library:**
  - Add value by offering expertise in organization, indexing and cataloging
  - Develop new relationships with school and clinical departments to improve patient care
  - Promote the Library and its staff

- **TIP #5:** Know all the goals of all team members
Benefits of the Team

- Regular schedule of meetings
- Set milestones and deadlines
- Form comprehensive cross departmental policies
- Establish workflows and responsibilities

TIP #6: Working together leads to buy-in
Role of the Library

- Promote and advertise the project
- Train faculty
- Quality control
- MeSH headings
- Add new fields to the database if needed

- TIP #7: Know your limit - Stay within it
Biggest Hurdles

- Staying focused and not getting overwhelmed
- Communicating
  - Library culture vs. Information Services culture
  - Defining roles from a customer service point of view
- Faculty: time & trust

- TIP #8: Work within your institution's culture to find creative solutions
Progress

- Eight faculty members trained
- Over 100 images
- New server on the way
- Key decisions behind us
- Follow-up with trained faculty

- TIP #9: Acknowledge your accomplishments
Final Tip

- Jump in head first
Questions?

Contact Information

James.Comes@umassmed.edu
Mary.Piorun@umassmed.edu

University of Massachusetts Medical School
http://library.umassmed.edu