
Transferring a Unique Collection to the Institutional Repository

Slides: www.dartgo.org/nird20

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What is the Technical Report Series?

- Produced by members of the Department of Computer Science, 1986-present
 - “material deemed by the faculty to be worthy of public release”
 - Includes the following:
 - Theses/dissertations (before 2020)
 - Early versions of published papers
 - Conference proceedings
 - Miscellaneous
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Why do we care?

Project: Move all technical reports from department website to institutional repository.

- Faculty wanted new system
 - Losing current website
 - Ideal collection for IR
 - Dartmouth-specific
 - Unique
 - Showcased work from students and faculty
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Setting up the collection

- TR number field
 - Items in multiple collections
 - Theses/dissertations
 - Published work
 - Auto-generated citations
 - Communication
 - With faculty
 - With Bepress
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The process

- Lots of work (around 1,000 items)
 - Good practice for librarian
 - Became familiar with batch uploading and other technical aspects of repository
 - Realistic idea of feasibility of future collections
 - Frequent communication with faculty
 - Unexpected issues
 - Subject knowledge
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Moving forward

- Faculty as collection admin
 - Learning curve with new platform
 - TR numbers for new submissions
 - Checking for mistakes
 - Accessibility?
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Conclusions

- Project was successful!
 - TR series completely added to repository
 - Removed from CS website
 - Sustainable plan for new additions
 - Better organization for future contents
- Communication is essential
 - Had to be open to new ideas
 - Ask admins, don't assume
 - Long-term connections