Transferring a Unique Collection to the Institutional Repository

Slides: www.dartgo.org/nird20

Stephen G. Krueger
he/him or they/them
Scholarly Publishing Librarian
Dartmouth College
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
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
Setting up the collection

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

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