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Navigating the Universe of ETDs: Streamlining for an Efficient and Sustainable Workflow at the University of North Florida Library

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Navigating the Universe of ETDs:

Streamlining for an Efficient and Sustainable Workflow at the University of North Florida Library

Courtenay McLeland
Marielle Veve

September 24, 2014

The University of North Florida

- We have 5 Colleges offering a total of 36 graduate programs.
- Our fall 2013 FTE was 10,400
- We receive an average of 25 ETDs per term and have about 500 papers in the repository, covering 1978 forward.

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Digital Projects & Preservation Department

- In 2011 the library's Digital Projects unit was established & combined with the extant Preservation department.
- The department is within Technical Services and has one librarian, three staff members, and between 1 and 2 student assistants.
- We also receive support from the Metadata Librarian and the Discovery Enhancement Department.

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Retrospective Theses & Dissertations

- In February of 2011 the library established the UNF Digital Commons http://digitalcommons.unf.edu using the bepress Digital Commons platform.

- As permissions were acquired, staff began digitizing papers, transferring metadata from catalog records, and uploading to the repository.

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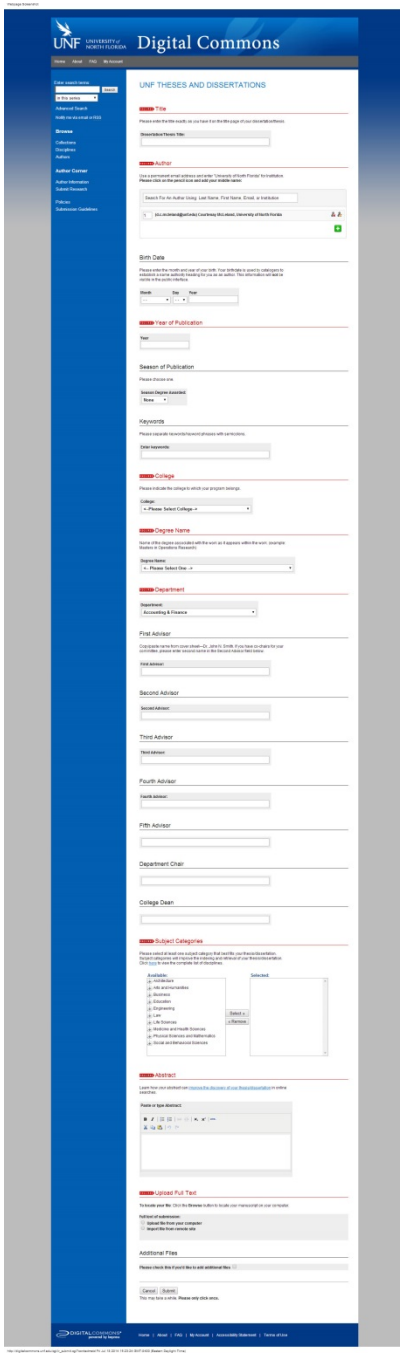
- Student Scholarship
  - The Osprey Journal of Ideas and Inquiry
  - UNF Theses and Dissertations
  - UNF Undergraduate Honors Theses
- Thomas G. Carpenter Library
- UNF Jazz Archives

The Next Step: Deposited ETDs

- Both the library and the Graduate School were interested in moving to electronic only student submissions.

- In the fall of 2012 the library and graduate school ceased to accept paper copies.



Fields in the upload form

- Title, author, birthdate
- Year and season of publication
- Keywords, with *semicolons* as delimiters
- College, degree name, department
- Advisors, department chair, dean
- Bepress Subject Disciplines
- Abstract
- and finally file and supplemental file submittal

Student Submission Agreement

UNF THESES AND DISSERTATIONS

Submission Instructions

Follow the instructions below to submit to *UNF Theses and Dissertations*. You will be notified shortly regarding the suitability of your submission for the series.

Before submitting, please read all relevant policies and/or submission guidelines.

The submission process consists of the following steps:

1. Read and accept the Submission Agreement below
2. Provide information about yourself and any co-authors
3. Upload your electronic file and any associated files

Before you begin, please be sure you have the following items:

- The submission's title
- The abstract (up to 300 words)
- A list of keywords (6 maximum)
- The complete electronic version of your thesis or dissertation

Submission Agreement for *UNF Theses and Dissertations*

By checking the box below, I grant *UNF Theses and Dissertations* on behalf of University of North Florida the non-exclusive right to distribute my submission ("the Work") over the Internet and make it part of the UNF Digital Commons.

I warrant as follows:

1. that I have the full power and authority to make this agreement;
2. that the Work does not infringe any copyright, nor violate any proprietary rights, nor contain any libelous matter, nor invade the privacy of any person or third party;
3. that the Work has not been published elsewhere with the same content or in the same format; and
4. that no right in the Work has in any way been sold, mortgaged, or otherwise disposed of, and that the Work is free from all liens and claims.

I understand that once a Work is deposited in the repository, it may not be removed.

NOTE: It is suggested that you print this page for your records.

☐ **Please check this if you agree to the above terms.**

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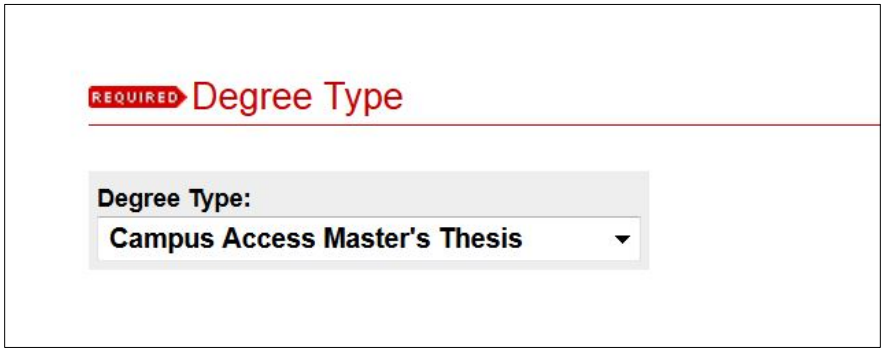
Administrative Fields

On the administrative side we also have fields for

- Embargo
- Degree type



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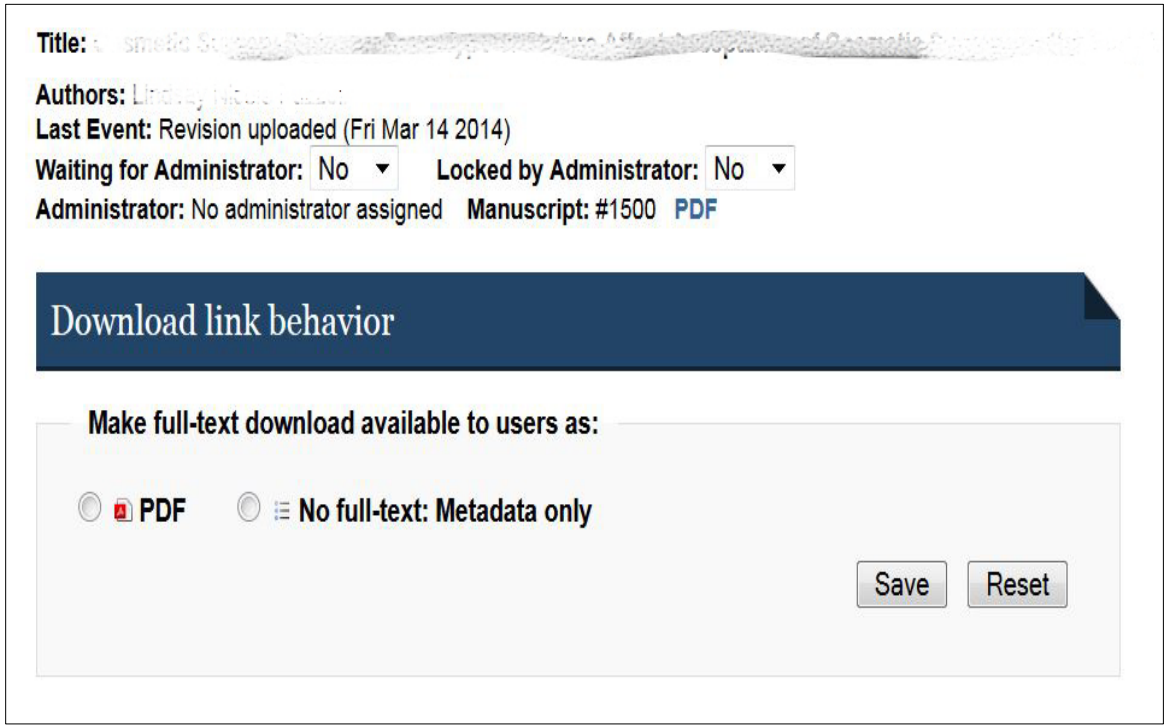
Metadata-only option



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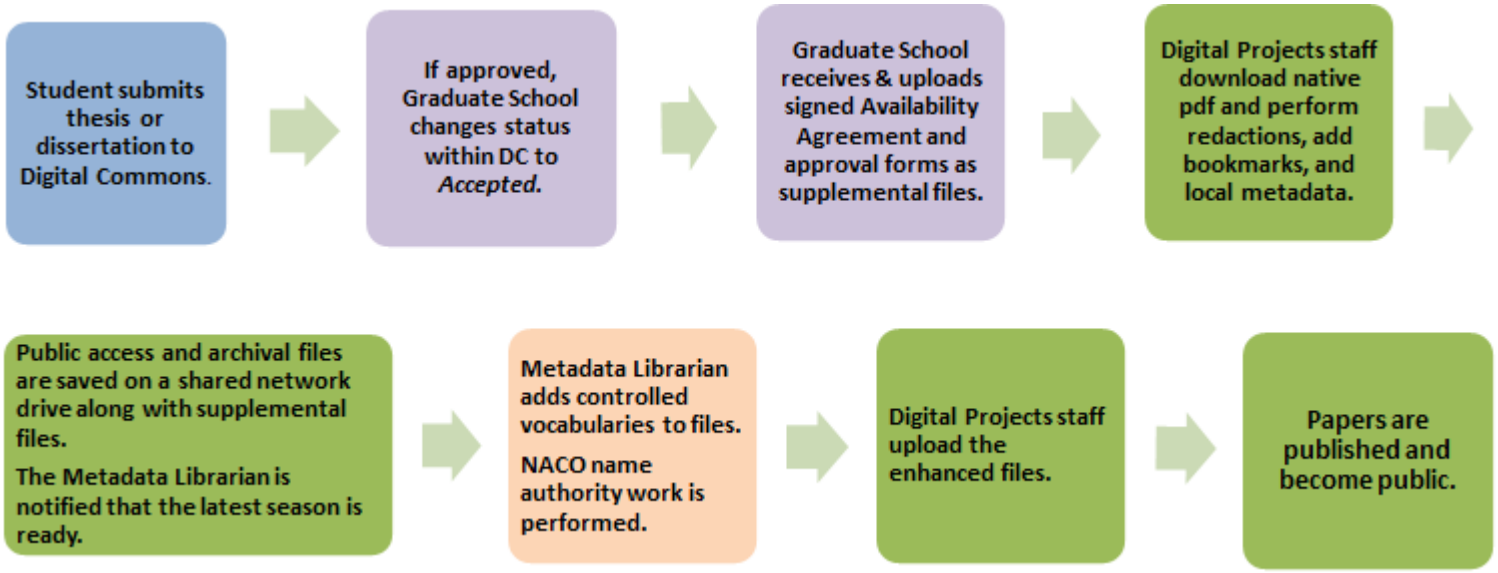
Workflow


Student submits thesis or dissertation to Digital Commons.
If approved, Graduate School changes status within DC to *Accepted*.
Graduate School receives & uploads signed Availability Agreement and approval forms as supplemental files.
Digital Projects staff download native pdf and perform redactions, add bookmarks, and local metadata.
Public access and archival files are saved on a shared network drive along with supplemental files.
The Metadata Librarian is notified that the latest season is ready.
Metadata Librarian adds controlled vocabularies to files.
NACO name authority work is performed.
Digital Projects staff upload the enhanced files.
Papers are published and become public.

Metadata

- **1976 to Summer 2012**: metadata existed in OCLC, ALEPH and Digital Commons (only for digitized ones)

- **Fall 2012 and on**: not in OCLC, metadata directly added into Digital Commons

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Metadata Workflow

- **ETD authors**: enter keywords used in discipline
- **Library staff:** provides metadata to be used for local purposes
- **Metadata librarian:** assigns controlled vocabulary metadata (LCSH, creates NACO names for authors and Departments using supplemental files and birthdate provided by ETD author)

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Avoid Duplication & Increase Access

- To **increase access #1**: Retrospectively added URLs from the digitized ETDs into the OCLC records (1976 to Summer 2012) to link both records
- To **increase access #2**: Designed a workflow to automatically harvest metadata from DC to OCLC (Fall 2012 on)in order to have quality metadata in both places without duplication of effort

Harvesting Workflow

1) Library collaborated with BePress to:

   a) Adjust administrative form of ETDs to accept controlled vocabulary metadata

   b) Make sure these controlled fields map correctly into Qualified Dublin Core (QDC) metadata

Submission Metadata

Metadata Field	Value
Title	Functional Characterization of a Putative Disaccharide Membrane Transporter
NACO controlled Corporate Body	University of North Florida. Department of Biology.
NACO Name	Likely, Rasheda S., 1988-
Controlled Terms	American lobster -- Digestive organs; Sucrose -- Absorption and adsorption; Sug
Keywords	Thesis, University of North Florida, UNF, Dissertations, Academic -- UNF -- Master

```
<dc:thesis.degree.grantor>University of North Florida. Department of
  Biology.</dc:thesis.degree.grantor>
<dc:creator>Likely, Rasheda S., 1988-</dc:creator>
<dc:contributor>Dr. Gregory Ahearn</dc:contributor>
<dc:contributor>Dr. Eric Johnson</dc:contributor>
<dc:contributor>Dr. Julie Richmond</dc:contributor>
<dc:subject.lcsh>American lobster -- Digestive organs; Sucrose --
  Absorption and adsorption; Sugars -- Physiological transport; American
  lobster -- Physiology</dc:subject.lcsh>
<dc:subject>Biology</dc:subject>
<dc:subject>Life Sciences</dc:subject>
```

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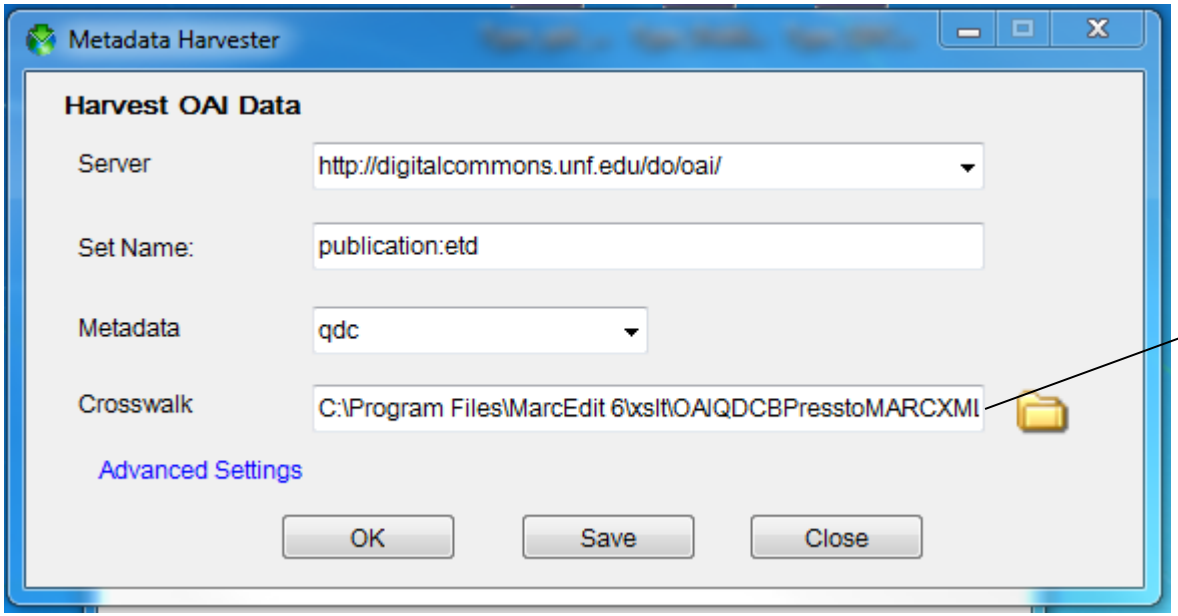
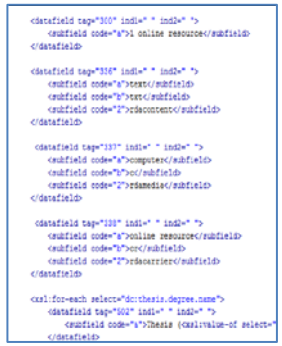
Harvesting Workflow

2) A feed request is made for UNF ETDs records in QDC metadata using MarcEdit Harvester





Harvesting Workflow

3) A customized extensible stylesheet XSLT (crosswalk path) is created and used.

```
<datafield tag="300" ind1=" " ind2=" ">
    <subfield code="a">1 online resource</subfield>
</datafield>

<datafield tag="336" ind1=" " ind2=" ">
    <subfield code="a">text</subfield>
    <subfield code="b">txt</subfield>
    <subfield code="2">rdacontent</subfield>
</datafield>

 <datafield tag="337" ind1=" " ind2=" ">
    <subfield code="a">computer</subfield>
    <subfield code="b">c</subfield>
    <subfield code="2">rdamedia</subfield>
</datafield>

 <datafield tag="338" ind1=" " ind2=" ">
    <subfield code="a">online resource</subfield>
    <subfield code="b">cr</subfield>
    <subfield code="2">rdacarrier</subfield>
</datafield>

<xsl:for-each select="dc:thesis.degree.name">
    <datafield tag="502" ind1=" " ind2=" ">
        <subfield code="a">Thesis (<xsl:value-of select="
    </datafield>
```

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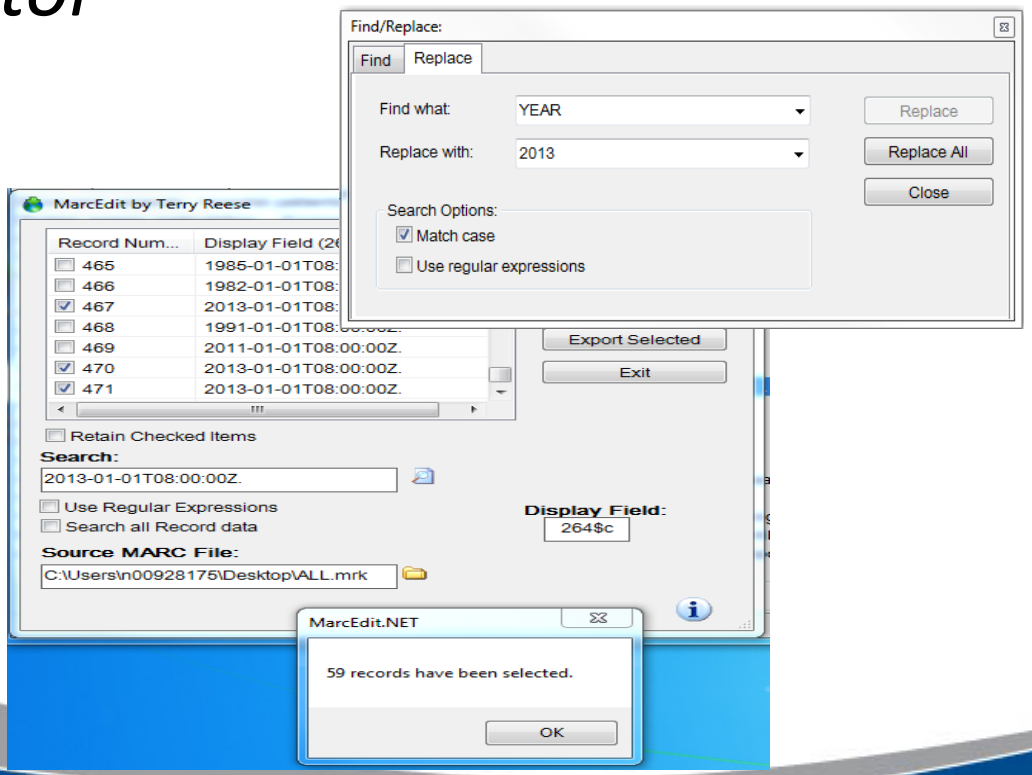
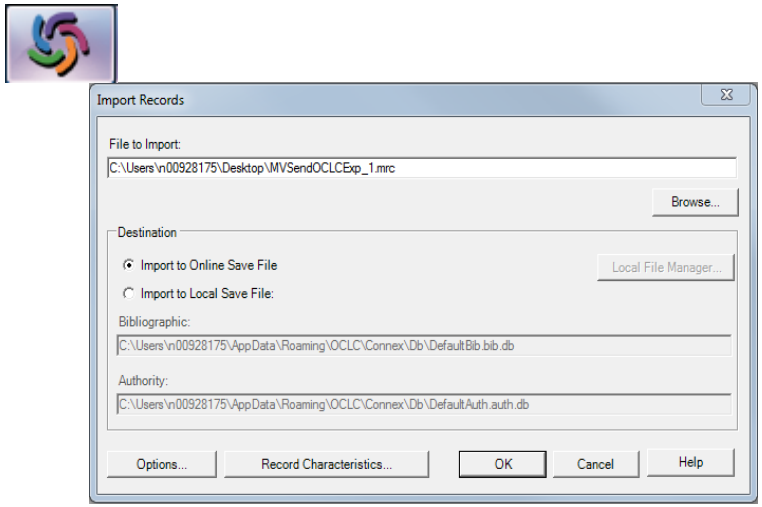
Harvesting Workflow

4) The rest of the edits that cannot be performed using a stylesheet only, are performed using the *MARCEditor*



Harvesting Workflow

5) Brief quality control test is done in OCLC before batch loading records in OCLC.



Experiences and Challenges

Lessons Learned:

1) Lock access of records' metadata in DC to administrators only after ETD is approved (to avoid students going back and changing controlled metadata)

2) Adjust metadata form students fill in Digital Commons and voluntarily ask for author's birthdate.

3) Use Qualified Dublin Core instead of Simple Dublin Core for ETDs, is more granular.

4) Try to use an extensible stylesheet designed only for ETDs and customize it enough so that most of the edits can be performed automatically at this stage.

Future plans & Improvements

- In March of 2014 we had enough content and departmental interest to begin collecting out to series underneath each college in addition to the main series.
- May experiment by adding advisors' names to the authority control and see if they can map successfully from QDC to MARC records.

END

This presentation will be available at:
http://digitalcommons.unf.edu/library_facpub/27/