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Jul 21st, 9:00 AM - 9:20 AM

## From Pilot Project to Three FTE: UBC's decentralized repository staffing model

Tara Stephens-Kyte

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Stephens-Kyte, Tara, "From Pilot Project to Three FTE: UBC's decentralized repository staffing model" (2017). *Northwest IR User Group*. 6.

<https://pdxscholar.library.pdx.edu/nwirug/2017/presentations/6>

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# FROM PILOT PROJECT TO 3 FTE

UBC's decentralized repository staffing model

Tara Stephens-Kyte, Digital Repository Librarian  
Digital Initiatives, UBC Library



Congratulations on  
having a baby and  
shifting a significant  
percentage of your  
workload to me.

someecards



## SESSION OVERVIEW

- UBC's decentralized repository staffing model in principle and practice
  - How did we get there?
  - What were the benefits/challenges/solutions?
  - Where do we go from here?



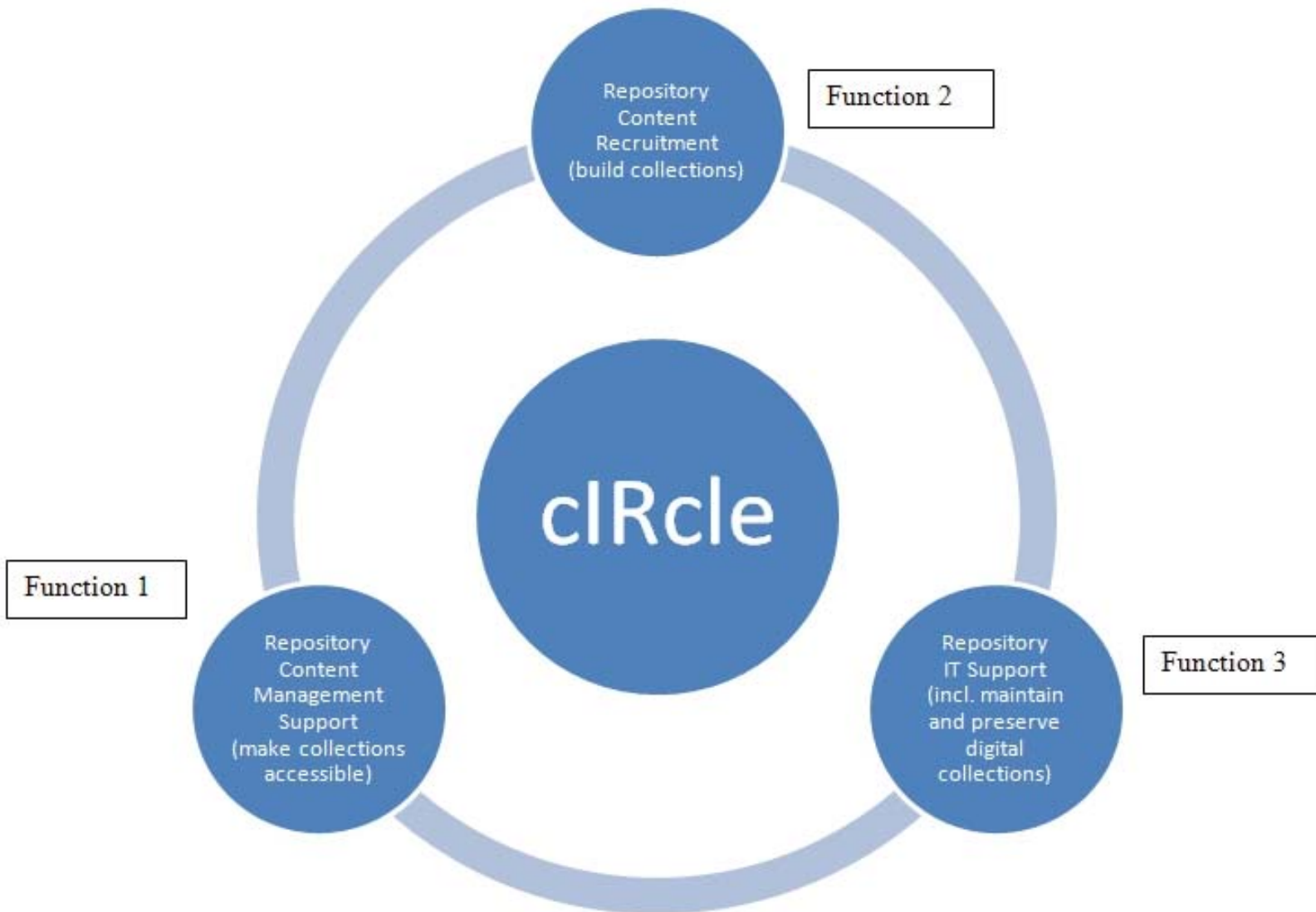
# PLANNING RETREAT 2011



## STAKING OUR CLAIM

- Deliver an indispensable service for high profile partners
- Provide proof of concept for emerging service trends
- Generate buy-in with cross library partnerships
- Create opportunities for skill development across staffing levels
- Tell the story of value and impact consistently and with persistence





## DECENTRALIZED STAFFING MODEL

- cIRcle office plays a coordinating function
- Some content recruitment, content management, and technical support tasks are carried out via staffing commitments across library units and staffing levels



## DECENTRALIZED STAFFING 2007 - 2010

- cIRcle staff 1.8 FTE
  - cIRcle Coordinator 0.8 FTE
  - cIRcle Library Assistant 1.0 FTE
  - Term Librarian 0.5 FTE



- Cataloguing Assistant 0.5 FTE(?)



- Liaison Librarian contribution



## STAFFING MODEL VISION 2011 - 2013

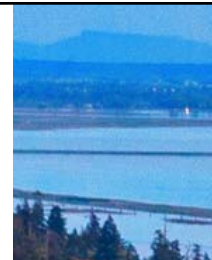
- cIRcle staff 2.8 FTE
  - cIRcle Coordinator 0.8 FTE
  - cIRcle Librarian 1.0 FTE
  - cIRcle Library Assistant 1.0 FTE









- Library Assistants reassigned to cIRcle 3 FTE

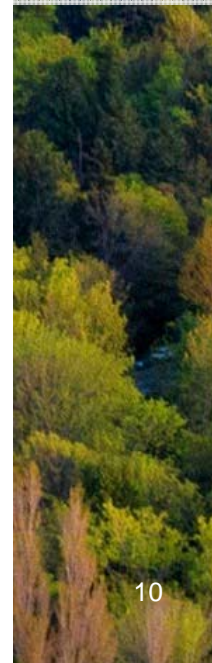


- Liaison Librarians reassigned to cIRcle



## DECENTRALIZED STAFFING 2011 - 2014

- cIRcle staff increased to 2.8 FTE  
Digital Repository Librarian (hired 2011)  
cIRcle Coordinator (retired 2014)  
cIRcle Library Specialist  
 
- Technical services commitment  
Cataloguing Assistant 0.5 FTE    
Cataloguing Assistant 0.3 FTE
- Liaison Librarians...  



## DECENTRALIZED STAFFING 2015 - 2017

clRcle staff increased to 3 FTE

Digital Repository Librarian on leave (2015 - 2016)

Digital Repository Library (hired 2015)



- Technical services commitment

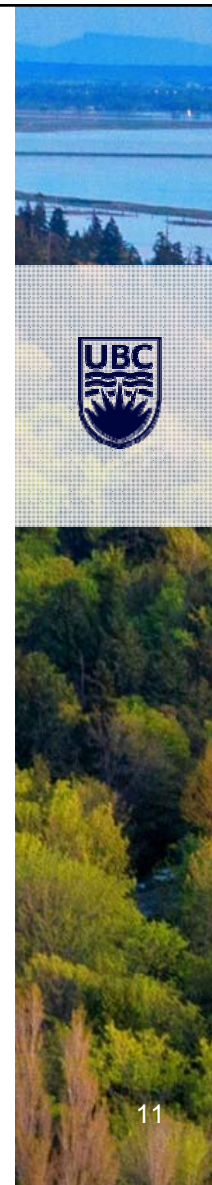
Cataloguing Assistant 0.5 FTE

Cataloguing Assistant 0.3 FTE

Cataloguing Librarian 0.3 FTE



- Liaison Librarians...



## METADATA : FOUNDATION OF SERVICE DEVELOPMENT

- Consistent metadata improves discovery
- Standards refine workflows, roles, and responsibilities
- Provides infrastructure for automated ingest and batch uploading
- Foundation of interoperability and partnerships





## Item Metadata

**Title** Why manage when you can govern? : metadata in the Canadian legal system

**Creator** [Rowe, Joy](#)

**Date Issued** 2013

**Description** Presented at the ARMA Canada Conference, 2013, Saskatoon, Saskatchewan. Archivists and records managers are keenly aware of the need to manage digital records as potential evidence. Electronically stored information in general, and metadata specifically, is not only considered as documentary evidence under the business records sections of the Canada Evidence Act, but metadata has also been considered as real and even demonstrative evidence in recent case law rulings in Canada. Presented originally at the ARMA Canada Conference in Saskatoon, SK in June 2013, this poster highlights the distinguishing characteristics of metadata used as documentary, real, and demonstrative evidence and argues that a finer understanding of metadata must become part of the records manager's knowledge arsenal in the digital records environment.

**Subject** [case law](#)  
[digital evidence](#)  
[electronic documents](#)  
[electronic record](#)  
[electronically stored information \(ESI\)](#)  
[evidence](#)  
[information governance \(IG\)](#)  
[metadata](#)  
[records management](#)

**Genre** [Poster](#)

**Type** [Text](#)

**Language** [eng](#)

**Date Available** 2013-09-16

**Provider** Vancouver : University of British Columbia Library

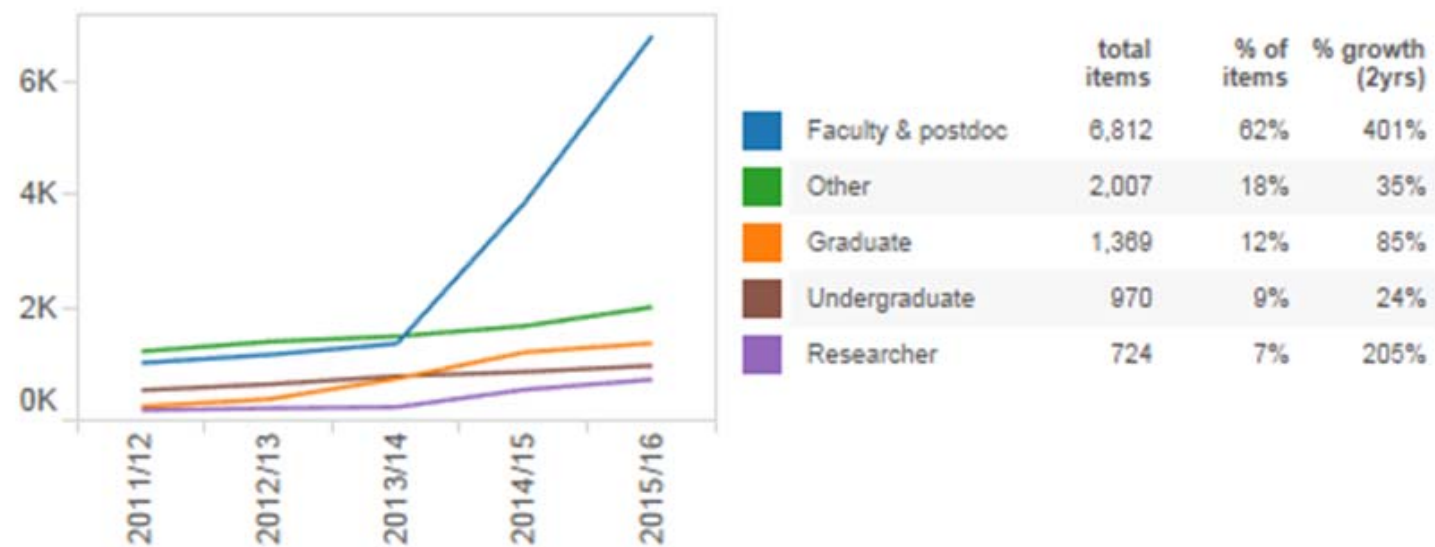
**Rights** Attribution-NonCommercial-NoDerivatives 4.0 International

**DOI** 10.14288/1.0075797

**URI** <http://hdl.handle.net/2429/45073>

**Affiliation** [Arts, Faculty of](#)  
[Library, Archival and Information Studies \(SLAIS\), School of](#)

Non-thesis cIRcle items by year and scholarly level





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# Open Collections

Explore 210,826 unique digital objects.

*Fig. 2.*



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## CHALLENGES

- Commitment: No service level agreement or MOU with partners
- Capacity: Competing priorities disrupt consistent service delivery
- Complexity: Standards are rigorous but also nuanced and time-intensive to apply
- Communication: Issues can take longer to resolve



## SOLUTIONS

- Commitment: Service expectations documented
- Capacity: Content is prioritized and triaged with a 3-5 business day turnaround
- Complexity: Submitter and reviewer guidelines, and metadata manual provide consistency
- Communication: Project and task tracking software. Bi-weekly (now monthly) staff meetings. Cataloguing Librarian in cIRcle office one day per week



Good afternoon, Tara.  
You have 4 tasks, 0 are due today.

CC  
cIRcle/CTS C...

CC  
cIRcle Conte...

AP  
Assessment ...

C  
cIRcle

FT  
From the Gr...

MY TASKS UPDATES

CIRCLE/CTS CONTENT INGEST

Task

11:23 am Thu

Db Danielle Bugeaud commented on IICSI Colloquia Videos

"Thank you Karen. I have reviewed these and added a slightly changed contributor entry. Decided we could use th..."

Task

Jul 10th 10 am

Ca cIRcle Operations Assistant commented on Chan, Kai et. al.

"Hi Tara, I've submitted the items and they're pending review. -Karen"

Task

Jul 10th 9 am

Ca cIRcle Operations Assistant commented on Cabral, D. et al "Early Outcomes i...

"Hi Tara, I've submitted the item and it's pending review. -Karen"

Task

9:57 am Mon

Ca cIRcle Operations Assistant commented on Rao - Spectacular Opera

"Hi Amber, I've submitted the item and it's pending review. -Karen"

☐

IICSI Colloquia Videos

6

cIRcle/CTS Content Ingest » One Off Uploads

Aug 4th

Mark as urgent

Ts Tara Stephens-Kyte

Add description

Add subtasks

COMMENTS ALL ACTIVITY

Write a comment...

A

Attach files

Time spent

Comment

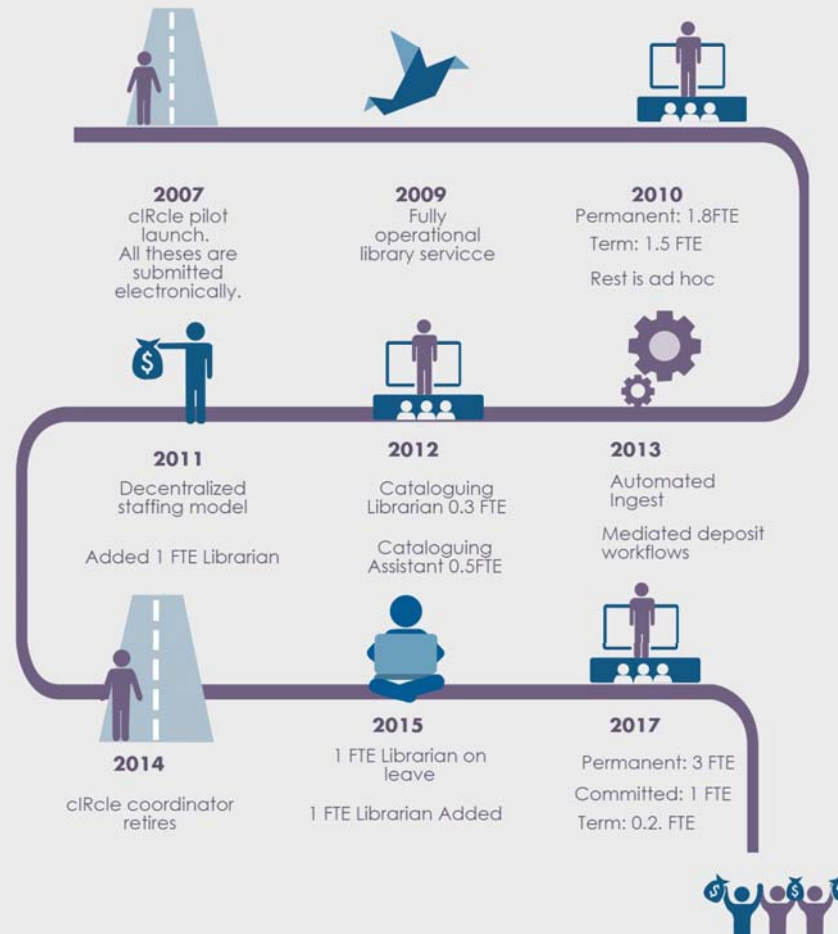
Ts Tara Stephens-Kyte

Thanks, Danielle!

Karen, I am expecting more of these so I will leave the task open and notify you when there is more content.

2:38 pm Fri

# STAFFING MILESTONES



## DECENTRALIZED STAFFING 2007 - 2010

- cIRcle staff 1.8 FTE
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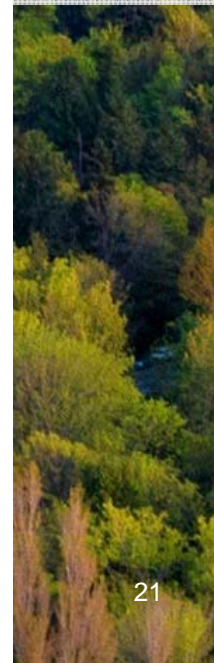


- Liaison Librarian contribution






## DECENTRALIZED STAFFING 2015 - 2017

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Digital Repository Library (hired 2015)  
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Cataloguing Assistant 0.5 FTE  
Cataloguing Assistant 0.3 FTE    
Cataloguing Librarian 0.3 FTE
- Liaison Librarians...  



## CENTRALIZED STAFFING 2018?

- cIRcle staff remain consistent 3.0 FTE 
- Metadata Librarian 1.0 FTE 
- Cataloguing Assistant 1.0 FTE 



Tara Stephens-Kyte  
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[circle.ubc.ca](http://circle.ubc.ca)



## REFERENCES

- Metadata:
  - Metadata manual and user guides:  
<http://circle.ubc.ca/submissions/user-guides/>
- Impact & Activity Report
  - <http://ow.ly/8vU530dLS3w>
- Project and task tracking software:
  - <https://redbooth.com/>





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