## **Portland State University**

## **PDXScholar**

Northwest IR User Group

2018 Northwest IR User Group

Jul 20th, 9:10 AM - 10:00 AM

# "Efficient" Thesis & Dissertation Workflows With Limited Resources

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"Efficient" Thesis & Dissertation
Workflows With Limited Resources

Michele Gibney
Digital Repository Coordinator

## Pacific Fast Facts

Located in Stockton, San Francisco and Sacramento, California

Founded in 1851

2017 Total Enrollment

Undergraduate – 3,600

Graduate - 1,124

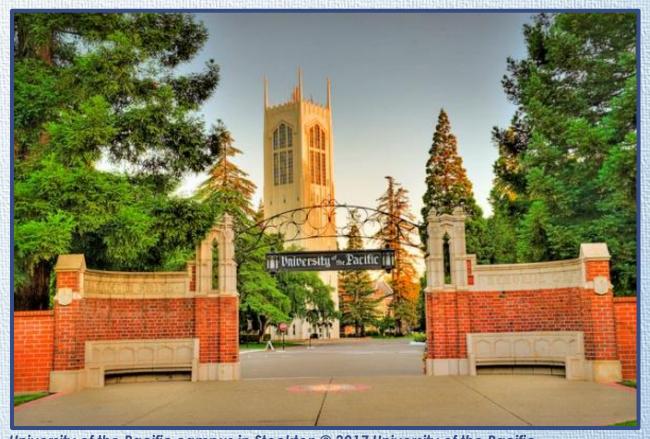
2016-2017 Degrees Conferred:

Bachelor's - 754

Master's – 348

Doctoral - 50

FT Instructional Faculty – 441



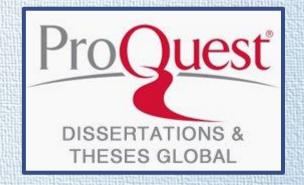
University of the Pacific campus in Stockton © 2017 University of the Pacific

# Workflows



## Initial Workflow

- ProQuest submission by student
- 2 print copies required by Library
- 1 print copy to student's Department

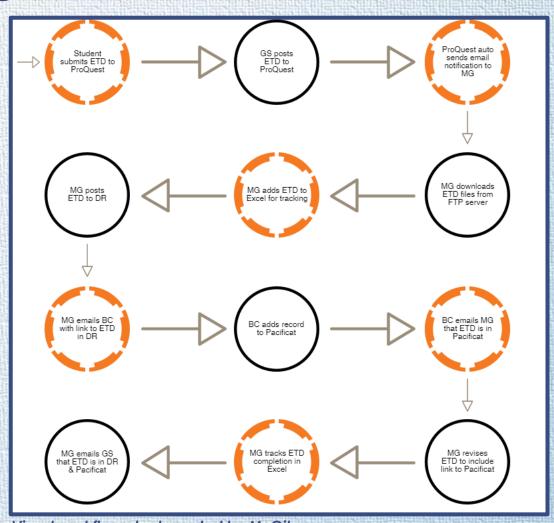




University of the Pacific Library in Stockton © 2017 University of the Pacific

# Suggested Workflow

- Student submits to ProQuest
- FTP server dump
- Library staff uploads to IR
- Library staff catalogs digital
- Cross referencing in IR
- ZERO print copies required by Library (student savings=\$50)



Visual workflow chart created by M. Gibney

## Workflow Decisions

- Why not just submit directly to the IR and drop ProQuest?
- Who has to approve this new workflow?
- Archivist concerns about lack of print copies
- Do the Departments
   still want a print copy?
- What about all the current print copies?



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# ProQuest to the IR

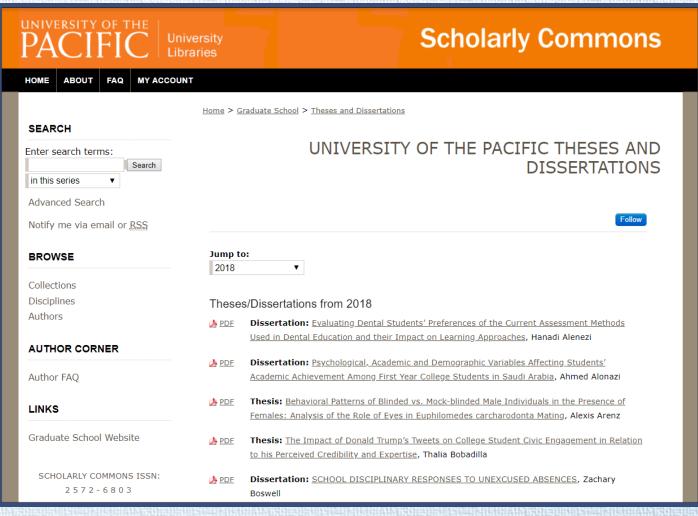
https://bit.ly/2L20Xbi



'Historic' Cataloged Print & ProQuest Copies



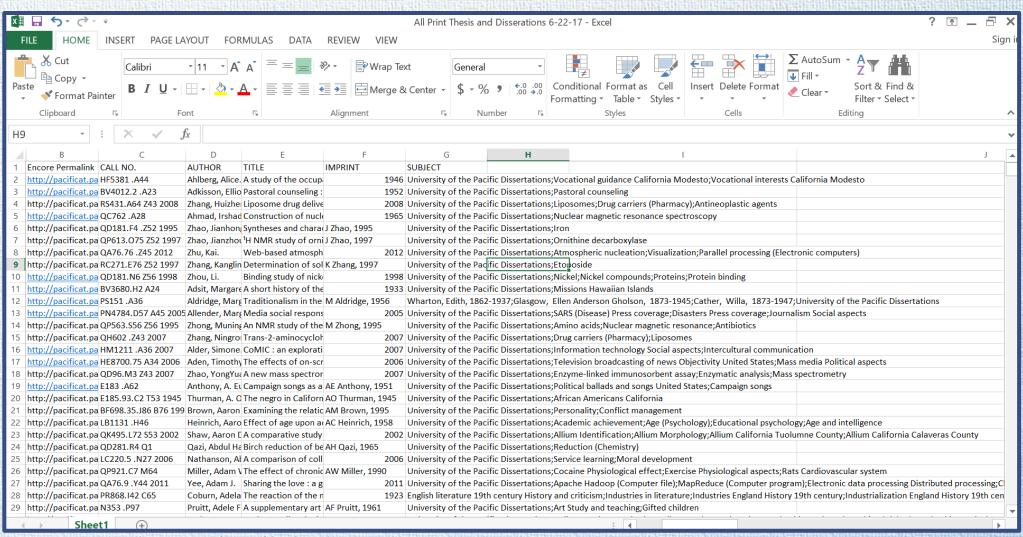
# 'Historic' Cataloged Print & ProQuest Copies



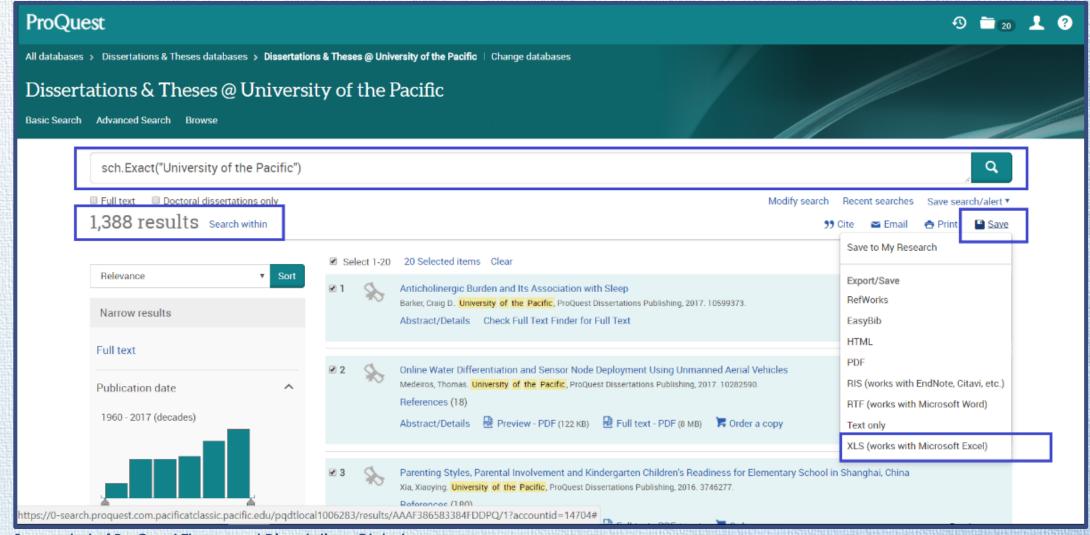
- Total ETDs –
  3,428
  - Print only 3,188
  - ProQuest 1,388
  - FTP 73

Screenshot of ETDs in Scholarly Commons: http://scholarlycommons.pacific.edu/uop etds/

# 'Historic' Cataloged Print Copies in the Library

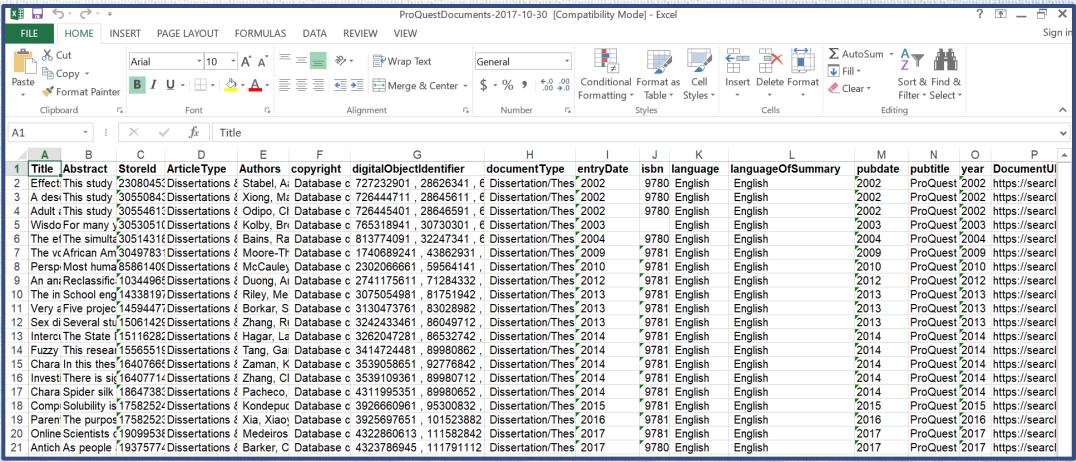


# 'Historic' Print Copies in ProQuest



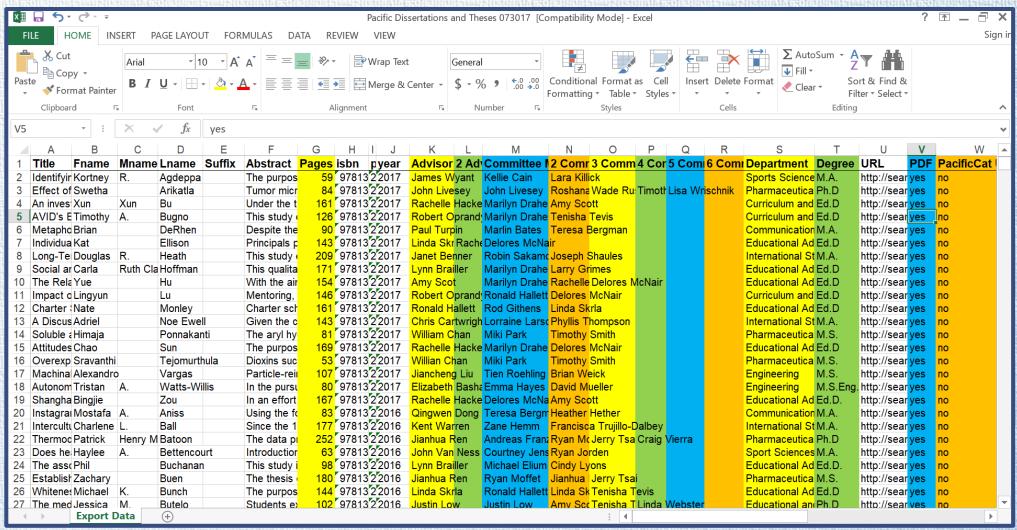
Screenshot of ProQuest Theses and Dissertations Global

# 'Historic' Print Copies in ProQuest



XLS export of 'historical' ProQuest ETDs by University of the Pacific Authors

# 'Historic' Print Copies in ProQuest



# 'Historic' Print & ProQuest Copies

## **ProQuest Digital**

## UNIVERSITY OF THE PACIFIC THESES AND **DISSERTATIONS**

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Timothy A. Bugno, University of the Pacific

#### Date of Award

2017

### **Document Type**

Dissertation - Pacific Access Restricted

#### Degree Name

Doctor of Education (Ed.D.)

#### Department

Curriculum and Instruction

#### First Advisor

Robert Oprandy

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Football injuries at the College of the Pacific 1924 to 1933

Robert L. Breeden, University of the Pacific

### Date of Award

1934

#### Document Type

Dissertation/Thesis

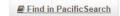
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Screenshots of customizations on ETDs in Scholarly Commons

# Digitizing 'Historic' Print Copies



# Print Theses/Dissertations Project



## Timeline:

- Fall 2017 pull all print theses/dissertations (T/D) from shelves
- Fall 2017 separate all duplicate copies, store 1 copy of each T/D in Holt-Atherton Special Collections (HASC); stack all duplicates in treacherous piles
- Spring 2018 scanning of duplicate copies
- Spring 2018 continuing to correct catalog with new location of T/Ds and removal of duplicate T/Ds
- Spring 2018 double-check student scans, rescans, run OCR, upload with updated metadata, recycle completed T/Ds
- Summer 2018 repeat last
- Fall 2018 repeat last and start scanning/uploading HASC single copies
- Spring 2019 Scanning and uploading HASC single copies

# Organizing Duplicates

- Need to scan?
  - PDF in ProQuest already?
- Is it problematic?
  - Fold out pages
  - Glued in pictures (w/failing glue)
  - Printed 2 sided
  - In color



## Tools





## PLUS:

- Exacto knives
- Flash Drives
- Physical Plant blade sharpening service

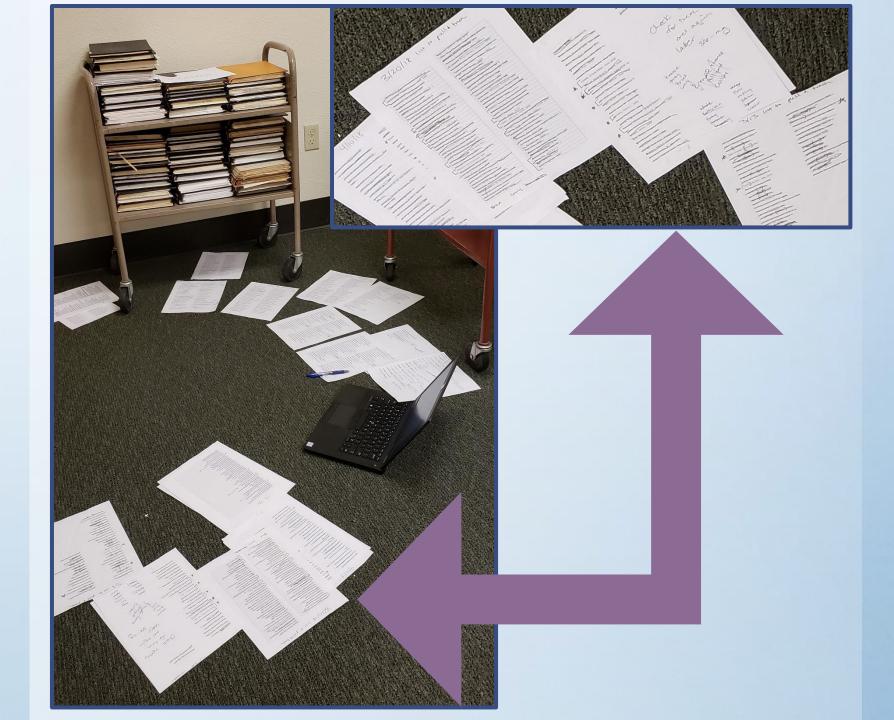




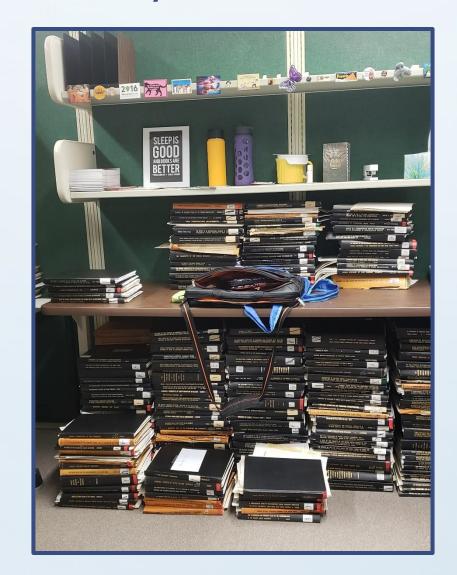
## **March 2018**

Progress! Of a sort. Hired another 1.5 students.

Clean up of completed T/Ds



# My sad T/D filled office.







# Project Update

- 3,188 print copies in Catalog
  - 2,289 scanned
  - 1,401 uploaded scanned copy to IR
  - 888 left to upload
- Already scanned copy in ProQuest (all uploaded):
  - 789
- Single copies left to scan and upload
  - 436



# HASC Preservation Copies



## Lessons Learned

- Time
- Resources
  - Human
  - Tools
- Space
- Organization
- Standards

## **Next Steps**

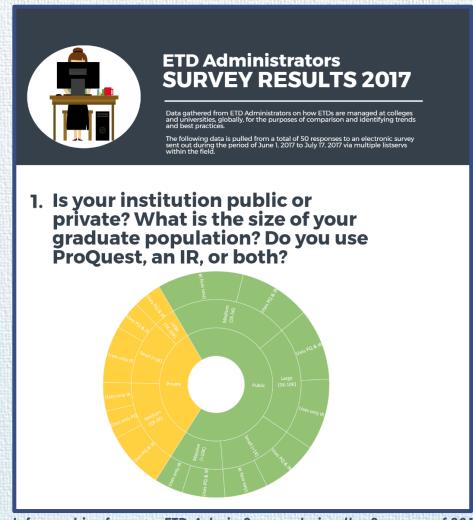
- Continue clean-ups/double checking, rescans, running OCR, uploading with revised metadata
- Continue uploading new ETDs from ProQuest
- Attack the HASC single print copies
- Update Library Catalog to point to all digital copies in the repository
- Change permissions from University ID restricted access to OA for older than 1989 without a Copyright notification (Cornell Copyright Chart, <a href="https://bit.ly/2JuFu5l">https://bit.ly/2JuFu5l</a>)
- Create accessible copies for those where OCR can't work
- Contact recent alumni for OA permission

# 'Historic' Print & ProQuest Copies – 823 downloads (as of 7/16/18)



Download usage map of ETDs in Scholarly Commons

# etd2017 Presentation Materials: http://bit.ly/2ulrEZs



## 4. Historic theses and dissertations Are you digitizing historic theses/dissertations for inclusion in Are you seeking permission from alumni before posting historic your IR? theses/dissertations OA?\* \*Note that the copyright permission question was hard to quantify and possibly not generally understood within the survey Yes (81%) No (39%) 5. Do you assign DOIs to the ETDs in the IR? A DOI is a Digital Object Identifier - a unique number granted by a service such as ĆrossRef. Yes (20%) No (80%)



# Thank you!

Michele Gibney
Digital Repository Coordinator
<a href="http://scholarlycommons.pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific.edu/mgibney@pacific