UVicSpace Collection Administrators
Roles and Responsibilities

Collection Administrators (CAs) facilitate the submission workflow for specific collections within UVicSpace. Designated by Community Coordinators or determined in consultation with Katy Nelson, CAs are useful and sometimes necessary for large-scale or on-going submissions within communities.

Collection Administrators may be departmental secretaries or other pre-existing administrative staff. The Community Coordinator—the community point of contact who helps define community policies and practices—can also serve as the CA, or this role can be delegated to someone else.

The responsibilities of CAs depend on the needs of the community. Below are two common scenarios and the required and recommended responsibilities of each. Additional duties and responsibilities, however, may be self-determined within communities and evolve over time to meet community preferences and goals.

Scenario 1: Community Administrator as Submission Facilitator

A School or Department (a community) decides it wants to archive student research projects each term. A collection is formed for these student projects, and a Collection Administrator handles the submission workflow for each new influx of items, which students archive on their own.

In Scenario 1, authors archive their own work. The CA will:

1. Approve submitters (in this case, students) after they register, granting them permission to submit to a specified collection. This process takes less than a minute.

2. Perform minor editorial review of the submission. After authors archive their own works, the CA receives an email alerting that a document is waiting for approval. CAs will open the job and review the author-submitted metadata—information such as title, author, keywords and abstract—and check for and correct typos.

CAs will also open the file attached by the author and confirm that it matches the title. Suspicious or questionable files or metadata may require contacting the author and having works resubmitted. When everything is correct, CAs will approve the document so it shows up in UVicSpace. The editorial and approval process usually takes 2-3 minutes.
Scenario 2: Community Administrator as Submission Proxy

Faculty in a Department think UVicSpace is a great idea but don’t have the time to archive their own works. A Collection Administrator is assigned within their department to capture each new faculty publication as it is created and also to work on a retroactive submission project to include previous faculty publications.

In Scenario 2, the CA archives work on behalf of others. The CA will:

1. Determine which new and old publications—and which versions—can be added to UVicSpace by checking the publisher policies at the SHERPA RoMEO website: http://www.sherpa.ac.uk/romeo.php

2. Determine a process for collecting documents. For instance, using the info from SHERPA, the CA may ask faculty to email the allowable versions of their articles (pre-prints and post-prints) but find the publisher versions (if permitted by the publisher) through the library databases on his or her own. The CA may also be involved with converting author-supplied files to supported formats, e.g., Word documents to PDFs.

3. Archive the documents, adding the appropriate metadata and attaching the files.

4. Approve the document.

Submitting an item to UVicSpace and approving it takes about 10 minutes. Determining publisher policies can be relatively quick but varies journal to journal. Some publishers may need to be queried for their policies (Katy Nelson can assist with this). It may also be difficult to track down the authors’ pre-prints and post-prints.

In all cases, UVicSpace staff are here to help: to provide training and information, to advise on publisher policies, to recommend workflows, and to provide administrative backup if necessary.