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Repositories, Taxonomies and Non-Traditional Roles

Lauren P. Seney

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W2: Not Pie in the Sky: Practical Strategies for Embracing Change in Technical Services

Repositories, Taxonomies and Non-Traditional Roles

Lauren Seney

Digital Initiatives Librarian

William & Mary Law Library



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Slides available at:

<http://scholarship.law.wm.edu/libpubs/126/>



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Outline

- Institutional Repositories & Digital Archives
- Scholarly Communications
- Faculty Bibliographies
- Website Management
- Institutional Archivist/Historian



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Outline

- Competitive Intelligence & Data Management
- Researcher
- Documentation
- Software Specialist
- Resources



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Institutional Repositories & Digital Archives

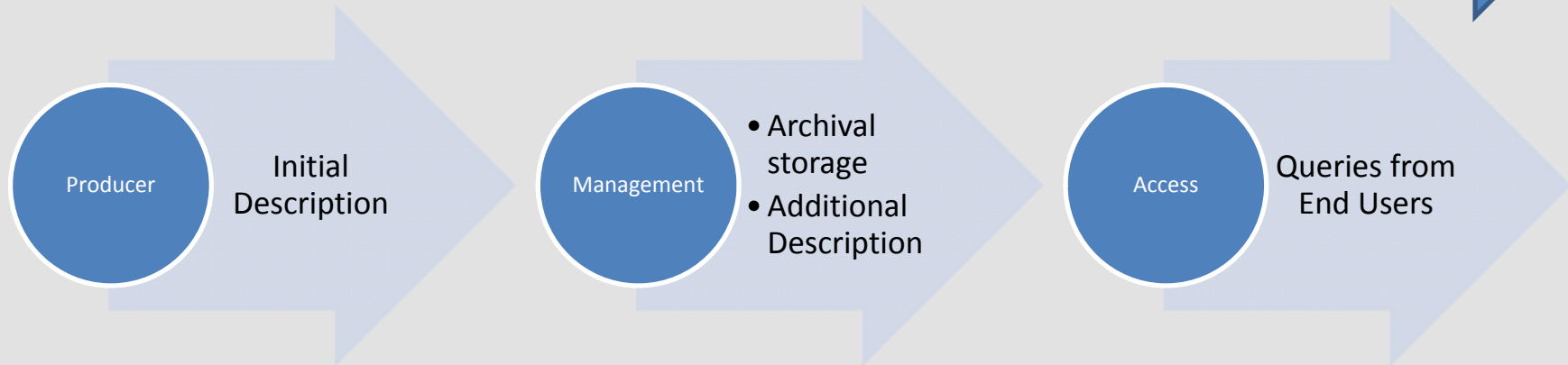


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IRs & DAs

Preservation Planning



Administration

Open Archival Information System (OAIS)
reference model (simplified)

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IRs & Das: Metadata

- Learn a new metadata standard
 - Dublin Core,
 - Metadata Encoding and Transmission Standard (METS),
 - Describing Archives: A Content Standard (DACS),
 - Encoded Archival Description (EAD),
 - And....



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IRs & DAs: Platforms

- Open Source
 - Dspace
 - Eprints
 - Fedora
 - Islandora
 - Omeka
 - LawArXive
- Proprietary
 - ContentDM
 - Digital Commons
 - SSRN

Law School Repositories Directory:

<https://docs.google.com/document/d/17TYzSttbmsl-37nJ-TIfIUb1C7tJHMmKQXwvdq2g-Ck/edit?usp=sharing>



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THE OHIO STATE UNIVERSITY MORITZ COLLEGE OF LAW

Collections in this community

All Rise
Buckeye Barrister
Law Record
Ohio State University Moritz College of Law Class Composite Photographs

Recent Submissions

All Rise (Summer, 2016)
Moritz College of Law (2016)

All Rise (Winter, 2016)
Moritz College of Law (2016)


All Rise (Spring, 2015)
Moritz College of Law (2015)

All Rise (Fall, 2014)
Moritz College of Law (2014)

Law Record (November, 1961)
Ohio State University, College of Law (1961-11)

ST. MARY'S LAW DIGITAL REPOSITORY

Browse Items Browse Collections Photo Bank Law Library Home About



FEATURED ITEM

The Witan, 1976-1977 Academic Year, V. 4 No. 2, September 1976

Battle Over Water, Willie Nelson Loves St. Mary's, Student Organizations Reassessment Called For, Sarav County Juvenile Programs, An Old San Anton for...

RECENTLY ADDED ITEMS

A Judicial and Economic Analysis of Litigation and the Resulting Inequity Beneficiaries

A Statute Overtaken By Time: The Federal Rule of Evidence 803(B)(A) Admissibility of Expert Opinions in Reports

Platforms

OSU = DSpace

Alabama = homegrown

St. Mary's = Omeka

PittLaw = SSRN

Acumen Subjects Categories Finding Aids

Welcome to Acumen!

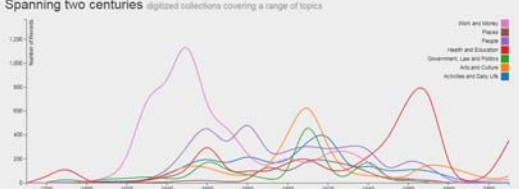
The University of Alabama Libraries' digital archives explorer.

Access current student research, digitized historical material, finding aids from the WCS, Heale Special Collections Library, and more.

Search all collections in Acumen

Acumen contains over 1600 finding aids and 100,000 digitized items, ranging from manuscripts and photographs to audio, sheet music, and student dissertations. Here you will find a wealth of information about the history of Alabama and the Deep South, as well as the United States more generally.

Spanning two centuries digitized collections covering a range of topics



What are today's topics?

- Peace
- Health and Education
- Government, Law and Politics
- Art and Culture
- Activities and Daily Life

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To date:	13,386,974
Last 12 months:	904,159
Last 30 days:	904,159
CiteReader:	10,000,000
Papers with Resolved References:	320,289
Total References:	9,124,793
Papers with Cites:	248,462
Total Citation Links:	5,988,945
Papers with Resolved Footnotes:	93,271
Total Footnotes:	9,047,441

Showing Papers 1 - 50 of 658

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Inclusionary Takings Legislation
Vanderbilt Law Review, Vol. 62, p. 158, 2017, U. of Pittsburgh Legal Studies Research Paper No. 2017-15
David S. Drieschner
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Date Posted: June 10, 2017
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The Un-Common Law
in Sustainable Diversity in Law: Essays in Memory of H. Patrick Glenn (eds. Hejze Dedek & William Tuning, Fortrooming). U. of Pittsburgh Legal Studies Research Paper No. 2017-19
Victor Grossmann, Curtin
University of Pittsburgh - School of Law
Date Posted: June 10, 2017
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Blackstone, Expositor and Censor of Law Both Made and Found
A Chapter in Blackstone and His Critics, Willard P. West and Anthony Page, eds. (Hart Publishing, Forthcoming). U. of Pittsburgh Legal Studies Research Paper No. 2017-18
Hossein Alami
University of Pittsburgh - School of Law
Date Posted: June 09, 2017
Last Revised: June 13, 2017
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IRs & DAs

- Linked Data:
 - DOI: <https://www.doi.org/>
 - ORCID: <https://orcid.org/>



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Scholarly Communications



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Scholarly Communications

“The system through which research and other scholarly writings are created, evaluated for quality, disseminated to the scholarly community, and preserved for future use. The system includes both formal means of communication, such as publication in peer-reviewed journals, and informal channels, such as electronic listservs.”

<http://www.ala.org/acrl/publications/whitepapers/principlesstrategies>



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Scholarly Communications

- Become the expert:
 - Publication Agreements/Author's Rights
 - Copyright/Fair Use
 - Creative Commons Licenses
- ALL-SIS: Faculty Services & Scholarly Communications Roundtables @ (7/17, 5:00)



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Research Guides
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Scholarly Publishing Toolkit

Publishing support for authors and researchers, with information on publishing agreements, evaluating publishers, and Open Access.

- Home
- Evaluating Publishers
- Publishing Agreements
- Open Access Publishing
- Complying with Funder Policies
- Securing Permissions
- Depositing in TRACE
- Research Misconduct & Plagiarism
- For Graduate Students (Theses and Dissertations)
- Publishing Tools
- Workshops & Training
- About

What's in the Scholarly Publishing Toolkit

Get Help with Publishing and Copyright Questions:

- Evaluating Publishers (Solicited to publish? Read this!)
- Reviewing Your Publication Agreement
- Open Access (OA) Publishing
- Complying with Funder Policies
- Securing Copyright Permissions & Considering Fair Use
- Depositing in TRACE
- Research Misconduct & Plagiarism
- For Graduate Students (Theses and Dissertations)
- Publishing Tools
- Workshops and Training

How the Libraries Help with Publishing

As institutions, libraries enter into licensing agreements with many different publishers for collection purposes. As individuals, many librarians write articles and books and have often been in the position of academic author. Use this toolkit to make informed decisions about scholarly publishing as an author, peer-reviewer, or editor. Contact the Scholarly Communication and Publishing Librarian to set up a consultation.


Other Toolkits

You may want to review other toolkits about publishing:

- The Publication & Research Cycle: Library Support
- Public Access Policy Toolkit
- Copyright Toolkit for Authors, Researchers, & Creators (Coming Soon!)
- Copyright Toolkit for Instructors (Coming Soon!)
- Research Impact Toolkit

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<http://libguides.utk.edu/scholarlypublishing>



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Bibliographies



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Bibliographies

- Organize faculty/attorney publications
- Proper citation formats
- Collaborate with public services



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Bibliographies

	A	B	C	D	E	F	G	H	I	J
1	author lname	author f/m name	title	citation	publication info	year	additional comments	document type	digital file saved	repository
9	Spong	William B.	Dedication: C. Harper Anderson	18 Wm. & Mary L. Rev. [iv] (1976-1977)	18 William and Mary Law Review [iv] (1976-1977)	1977			✓	✓
10	Spong	William B.	Team Teaching in Law Schools [notes]	4 Va. B. Ass'n J. 21 (1978)	4 Virginia Bar Association Journal, 21-22 (Fall, 1978)	1978	Fall 1978, popular media		✓	✓
11	Spong	William B.	Construction Has Begun [notes]	8 Colonial Law. 19 (1978)	8 Colonial Lawyer 19 (1978)	1978			✓	✓
12	Spong	William B.	The Legal Profession: A Look into the Future		5 Bar Leader 24-29 (1979)	1979	popular media		✓	✓
13	Spong	William B.	A Look into the Future	5 Va. B. Ass'n J. 16 (1979)	5 Virginia Bar Association Journal, 16-24 (Winter, 1979)	1979	Winter 1979, popular media		✓	✓
14	Spong	William B.	William F. Swindler: A Tribute from the Dean of the Marshall-Wythe School of Law	20 Wm. & Mary L. Rev. 597 (1978-1979)	20 William and Mary Law Review 597-598 (1978-1979)	1979			✓	✓
15	Spong	William B.	New Law Building Construction Progresses [notes]	9 Colonial Law. 2 (1979)	9 Colonial Lawyer 2-3 (1979)	1979			✓	✓
16	Spong	William B.	A Look at Lawyer Competency	6 Va. B. Ass'n J. 23 (1980)	6 Virginia Bar Association Journal, 23-27 (Spring, 1980)	1980	Spring 1980, popular media		✓	✓
17	Spong	William B.	W. Taylor Reveley III's War Powers of the President and Congress: Who Holds the Arrows and Who Holds the Olive Branch	68 Va. L. Rev. 1437 (1982)	68 Virginia Law Review 1437-1446	1982	book review		✓	✓
18	Spong	William B.	Richard E. Walck: A Tribute from the Dean of the Marshall-Wythe School of Law	26 Wm. & Mary L. Rev 3 (1984-1985)	26 William and Mary Law Review 3-4 (1984-1985)	1984			✓	✓
19	Spong	William B.	Defamation and the First Amendment: New Perspectives [Introduction]	25 Wm. & Mary L. Rev. 743 (1983-1984)	25 William and Mary Law Review 743-746 (1983-1984)	1984			✓	✓
20	Spong	William B.	National Security and the First Amendment: Introduction	26 Wm. & Mary L. Rev 715 (1984-1985)	26 William and Mary Law Review 715-718 (1984-1985)	1985			✓	✓



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Websites



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Website Management

- Library
- Faculty/Attorney pages
- Entire institution



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[Featured Resource](#)
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Mei Kiu Lo



Check out new library materials

62 recent titles were added in our collection, including a book on *Scholarly writing for law students*... seminar papers, law review notes and law review competition papers, 5th edition.

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Blog Topics

- Featured Resource (29)
- Library Collections (8)
- Library News (60)
- Research (12)
- Student News (33)
- Technology (17)

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Posts by Date

June 2017

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
« May						

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<https://blog.richmond.edu/lawlibrary/?p=1334>

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Competitive Intelligence, Data Management, and Institutional Statistics



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CI, DM, & stats

- Research/Database knowledge
- ABA Data
- Data Storage
- Data Manipulation



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CI, DM, & stats

- ALLStAR: <http://www.nellco.org/page/ALLStAR>
- Programming at AALL:
 - Statistics 101 for Humanities Majors (7/17 @ 11:15)
 - Building Organizational Capacity to Support Empirical Legal Research (7/18 @ 11:00)
- UVA Legal Data Lab: <http://legaldatalab.law.virginia.edu/>
 - legaldatalab@virginia.edu



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Researcher



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Researcher

- We know the collections!
- Interdisciplinary Research
- Empirical Research



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Institutional Historian



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Institutional Historian

- Be the Archivist!
 - Organize physical/digital archives
 - Provide access points for digital and physical materials
- Learn institutional retention policies
- Create exhibits



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Institutional Historian

Enter search terms: Search

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- Our Faculty
- The Wolf Law Library

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- Authors
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Author Corner

- Author FAQ
- Submit by Email

Home > [Archives](#) > [History](#)

History of the Marshall-Wythe School of Law



Marshall-Wythe Hall circa 1970

In 1968 the Library building was renamed Marshall-Wythe Hall when the School of Law moved into the building. The Law School would reside here until 1980 when it moved into its current location on South Henry Street.

[Visit site](#)

A collection of documents pertaining to or written about the Marshall-Wythe School of Law at the College of William & Mary. More information about the history of the Law School, as well as its digitized archives, is available [here](#).

Publications from 1779

- ▲ ZDF [At a convocation of the visitors of the college of William and Mary, on the 4th day of December 1779, a statute was passed, of which the following is an extract.](#) College of William & Mary (The Virginia Gazette, December 18, 1779, at 1)

Publications from 1792

- ▲ ZDF [Plan for Conferring Degrees on the Students of Law in the University of William and Mary \(ca. 1792\).](#) St. George Tucker

Publications from 1813

- ▲ ZDF [Resolution by William and Mary students in Regard to the Death of William Nelson, Professor of Law](#) (Enquirer, March 19, 1813, at 3)

Publications from 1835

- ▲ ZDF [Professor Beverley Tucker's Valudictory Address to his Class.](#) N. Beverley Tucker (1 Southern Literary Messenger 297-303 (1835))


Publications from 1847

- ▲ ZDF [Judge Tucker's Address.](#) N. Beverley Tucker (13 Southern Literary Messenger 568-570 (September 1847))

Search Search Advanced Search

Home >> [History of Washburn Law Photographs](#)

History of Washburn Law Photographs



163r - Class of 1958 June

Recent Additions

- Receive updates for this collection.

- 228a - Associate Justice Byron R. White, Senator Robert Dole and Commissioner Earl Hatcher Added to Honorary Degrees
- 227b - A luncheon in the Whiting Fieldhouse on Friday September 26th, 1969
- 227a - Judge George Templar
- 227d - Honorable Byron R. White, Associate Justice of the United States Supreme Court

About this collection

Professor James M. Concannon's forthcoming book, *The Ideal Place ... for the Establishment of a Great Law School's: History of Washburn Law School, 1903-2003*, is a comprehensive history of the first 100 years of the institution. The book includes over 100 black and white photographs and images, these are reproduced in this collection, which is arranged by page number. Other supplementary images not in the book are included in the collection. Color photographs and images have been substituted when available. All images can be [browsed as thumbnails](#).

Browse these suggested topics

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- Supplementary Images (78)
- Class Photos (36)
- Student and Staff Photo Directory (42)
- 1969 Law Building Dedication (4)



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<http://scholarship.law.wm.edu/history/>

<http://contentdm.washburnlaw.edu/cdm/landingpage/collection/lawphotos>

Institutional Documentation



10th AAL ANNUAL MEETING & CONFERENCE

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Documentation

- Departmental Procedures
- Collection Development Plans
- Retention Policies



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Wiki Pages & Files Users Settings

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TS Instructions

last edited by Lauren Servey 1 minute ago Page history

The Wolf Law Library at the College of William & Mary

Technical Services Instruction Manuals

- Known Issues in Alma

Department Resources:

- Cancellation Checklist
- Cancellation Procedures
- Glossary of Material Types
- Sirsi Procedures**
- Statistics
- Supplies and Ordering

Acquisitions:

- Automatic Receipts
- Electronic Resource Orders
- Faculty Stipends
- Fiscal Follow-up in Alma
- Funds
 - Endowment Funds
- Irregular "Standing Order" Titles
- Invoice Orders
- Purchase Order Form
- Receiving Monographic Series
- Requests for Orders
- Restatements Cheat Sheet
- Small Purchase Card
- Standing Orders
- Titles with Set Number of Copies to Purchase
- Vendors, Jobbers, and Publishers
- West LMA

Cataloging:

- Cataloging Grid
- Cataloging Tools
- Changed from Print to Electronic
- Choosing Records
- Copy Cataloging
 - Checklist
 - Copy Cataloging in Connexion
 - Copy Cataloging in Alma
 - YBP Bibliographic Records

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Wiki Pages & Files Users Settings

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Cataloging Grid (Alma)

last edited by Lauren Servey 2 weeks ago

	Permanent location	Item policy	Additional information
Books	STACKS	Book	<ul style="list-style-type: none"> Item is in temporary location: Yes Temporary Library: Wolf Law Library Temporary Location: NEWBOOKS Due Back Date: (the 10th of the following month) After the book has been processed, place it on the new book shelf under the month it was cataloged. Books given a state-specific call number should be shown to the director to confirm that the item will not be placed under a broader call number. See "Multi-volume sets" for items that are more than 4 volumes.
Books checked out or routed to patrons	STACKS	Book	<ul style="list-style-type: none"> Item is in temporary location: No Insert green "route to" slip with the patron's name next to "Person" Book is checked out through circulation.
Books with CD's	STACKS	Book	<ul style="list-style-type: none"> Item is in temporary location: Yes Temporary Library: Wolf Law Library Temporary Location: NEWBOOKS Due Back Date: (the 10th of the following month) Fulfillment note: (Number of pieces: Book and CD are separate pieces, so if there is 1 disk, then there are 2 pieces) Internal note 1: (Example: 1 VOLUME + 1 CD) Add "Notice: Warning of Copyright Restrictions" label on the page with CD. Write "Law Library" on the disk(s), preferably on the clear plastic in the center of the disk. JOD field (physical description) has a note about CD: je CD-ROM (4 1/4 in.)
CD's (Audio)	LAW-REV	Compact disc	<ul style="list-style-type: none"> Fulfillment note: (Number of pieces: multiple discs count as separate pieces) Internal note 1: (Example: 2 DISC) Call numbers are determined in the same way as books. Add AUDIO at the end of the call number. Bar code, call number, and Copyright warning sticker all go on the front cover. Write "Law Library" on the disk(s), preferably on the clear plastic in the center of the disk. Use DVD security strips inside the case.
Clinic RUSH PRIORITY	LAW-CLINIC	Book	<ul style="list-style-type: none"> Insert green "route to" slip with the name of the Clinic next to "WSM Law Clinic." Place red "WSM Law Clinics" label at the top of the spine/top left corner of the front cover. Some titles are sent directly to a specific clinic. In this instance please add an internal note 1: (Clinic name). Circulation can route the items to the appropriate location.



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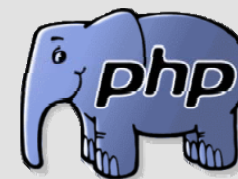


Software Specialist



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Google Analytics



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Software Specialist

- Spreadsheets/Databases
- Statistics Software
- Image & Video Editing
- PDF or Document creation
- Programming Languages



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How & Where to Gain Knowledge



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Metadata Resources

- Dublin Core: <http://dublincore.org/metadata-basics/>
- DACS: <https://www2.archivists.org/groups/technical-subcommittee-on-describing-archives-a-content-standard-dacs/dacs>
- Standards at the Library of Congress: <https://www.loc.gov/standards/>



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AALL Resources

- Law Repositories Caucus (free!)
- Empirical Research Caucus (free!)
- ALL-SIS
- CS-SIS
- OBS-SIS
- PLLIP-SIS
- TS-SIS



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Other Resources

- SAA
 - Digital Archives Specialist
 - Web Archiving Section
 - Records Management Section
 - + many other sections
- ALA
 - ALCTS
 - LITA
- Digital Library Federation
 - Hosts DLF Forum
- Listservs
- Blogs/Websites



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Questions?

Lauren Seney
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757-221-1234

slides available:

<http://scholarship.law.wm.edu/libpubs/126/>



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