What: Identify error patterns and make changes to medical subject headings (MeSH)

Where: Electronic theses and dissertations (ETD) collection in (DSpace) institutional repository

Who: Repository administrator and metadata manager (project coordination/training); intern (subject headings/documentation)

How: Project documentation used Microsoft SharePoint (Library intranet) wiki pages; project work combined a work log spreadsheet saved to a network drive and direct work in DSpace for item metadata

When: Fall 2012

CHALLENGE: PROJECT MATCH

Impact:
– Short notice for intern availability
– Competition with other library units for intern project
– Intern hours, interests, and skills wildly variable
– Small-scale project needs to show wider applicability

Solutions:
– Develop list of 8 intern-centered scalable project plans
– Local intern coordinator selects 2 projects from list
– Key motivational insights from intern’s final selection
– Highlight metadata use within different systems
– Rotate new project plans into the list after completion

CHALLENGE: NO INSTITUTIONAL ACCOUNT

Impact:
– No Shibboleth authentication for DSpace
– No off-campus access using VPN possible without institutional account
– No off-campus access to project documentation
– Limited alternative file delivery options (due to institutional restrictions)

Solutions:
– Created TDL account for intern to use with DSpace
– Performed weekly transfers of project documentation, log files, and exported metadata copies
– Incorporated training on campus file delivery system into project plan for future interns

CHALLENGE: TRAINING/DOCUMENTATION

Impact:
– Limited availability for training
– Training required for SharePoint and DSpace
– 3x documentation: intern comprehension, project needs, and supplemental cataloging guidelines

Solutions:
– Condensed “Intro to DSpace” and “Basic SharePoint” sessions
– One week for practice work in DSpace testing instance
– Initial group review of intern-generated documentation
– Use documentation as feedback loop for training

CHALLENGE: BIOMEDICAL FOCUS

Impact:
– Most library staff lack formal biomedical background
– Author-supplied keywords not always adequate
– Need original cataloging for subject headings
– Limited access due to embargo status for most ETDs

Solutions:
– Assigned project to intern with health informatics skills
– Granted administrator permission to access ETDs for subject heading review
– Library staff use collection email/RSS alert to monitor subject headings term selection and progress
– Created and validated supplemental cataloging and subject headings rules as project progressed

WHAT WE LEARNED...

OFF-CAMPUS WORK IS POSSIBLE DESPITE RESTRICTIONS | REQUIRE INSTITUTIONAL ACCESS AT PROJECT START | MAKE HEALTH INFORMATICS SKILLS KEY REQUIREMENTS FOR 4 OUT OF 8 INTERN PROJECT PLANS | FLEXIBILITY IS ESSENTIAL FOR INTERN-PRODUCED DOCUMENTATION | NO DIRECT HIPAA TRAINING FOR MOST PROJECTS