UMD d-Commons
(drafted October 25, 2010; revised March 26, 2015)

I. Mission:

UMD d-Commons will serve as a window on the Internet to showcase to the world the quality of education and research at UMD and contribute to the name branding and visual identity for UMD.

This service is integral to the UMD Kathryn A. Martin Library’s Mission to “promote learning and research by providing information resources and services, up-to-date technologies, and knowledgeable staff in a welcoming environment.” Indeed, this online service and space will permit the Library to continue its rich legacy of collecting, preserving, and making information accessible to students, faculty, researchers, and community members.

Furthermore, the establishment of UMD d-Commons helps fulfill the UMD’s Vision Statement, “The University of Minnesota Duluth will build upon its unique land-grant and sea-grant traditions to become a premier comprehensive university recognized as world class for its learning-centered student experiences, research, creative activities, and public engagement.” To assist the campus in reaching this vision, d-Commons directly supports UMD Strategic Goals 2.4, 4.4, 4.6, and 5.6.

II. Goals:
   a. To capture, disseminate, and preserve the intellectual output of UMD
   b. To promote UMD’s academic reputation throughout the world
   c. To facilitate teaching and learning on campus and in online education
   d. To provide digital resources to the campus as well as the region

III. Framework/Scope:
    UMD d-Commons will consist of 3 components (i.e., Scholarly Publishing, Institutional Repository, and Other Resources and Outreach):

    a. “Scholarly Publishing”
       i. Work with academic departments and faculty to publish student e-journals (to showcase the quality of education at UMD, promote students’ research interest, and support their application for job or graduate programs).
       ii. Work with colleges, institutes, department, and centers to publish various e-publications.
       iii. Work with UROP coordinators to publish a journal based on UROP papers from each college and school.
b. “Institutional Repository”

i. Encourage faculty and staff to deposit their publications and conference papers in UMD d-Commons.

ii. Arrange with colleges and schools to deposit students’ new theses and dissertations in UMD d-Commons.

iii. Digitize existing print theses.

iv. Deposit UROP papers

v. Preserve and provide open access to UMD research data in compliance with the recent White House directive on “Expanding Public Access to the Results of Federally Funded Research”.

vi. Digitize UMD Archives.

vii. Convert Alworth lectures.

viii. Convert student and faculty recitals.

ix. Convert Statesmen, CURRENTS, Yearbook, etc.

c. “Other Resources and Outreach”

i. Provide controlled access to digital resources.

ii. Digitize selected resources in the American Indian Learning Resources Center collection to support academic programs and research (e.g., American Indian tribal newspapers).

iii. Digitize selected resources in the Northeast Minnesota Historical Center collection to support academic programs and research.

iv. Digitize items in the Voyageur collection that are in the public domain.

v. Digitize unique and rare items in the library collection that are in the public domain.

vi. Convert local oral histories with author permission.

IV. Collection Policy:

The goals of UMD d-Commons are: 1) to capture, disseminate, and preserve the intellectual output of UMD, 2) to promote UMD’s academic reputation throughout the world, 3) to facilitate teaching and learning on campus and online education, and 4) to provide digital resources to the campus as well as the region.

Materials to deposit in UMD d-Commons should be conducive to enhancing UMD’s academic reputation, facilitating learning and research, and building partnership with local communities. This service does not provide course reserves access of physical or electronic materials due to the limited amount of time reserves materials are needed to be made available.

The library’s Collection Team will prepare and regularly review the Collection Development Policy for d-Commons, which will include a rubric to prioritize digitization efforts.
Born-digital materials created by UMD faculty, staff, and students (e.g., theses and faculty publications) will be added to UMD d-Commons when received based on procedure determined by d-COAT.

V. Digital Preservation
To preserve the integrity of digital objects and files in UMD d-Commons, the digital preservation system that University of Minnesota is currently pursuing to purchase will be implemented when available.

VI. Staffing:
Under the direction of the Library Director, the Head of Technical Services will be in charge of the overall operations of UMD d-Commons.

In general, Federal Work-Study students in Technical Services will perform scanning and OCR processes.

Technical Services staff will train and supervise student workers and create metadata and organize digital files in UMD d-Commons.

System staff will work with ITSS staff to provide technical support for UMD d-Commons.

The d-Commons Operations Advisory Team, comprised of the University Archivist, a member of the Library’s Systems Team, a cataloger, one reference librarian, and the Head of Technical services will advise the library director on: services and software developments to enhance d-Commons, consider the design and web presence of d-Commons, development of the library’s support of Scholarly Publishing that utilizes d-Commons as a platform, and any questions related to d-Commons Collection Development Policy and associated digitization priority rubric.

VII. Budget:
Currently, $4,000 has been allocated to UMD d-Commons for purchasing hardware and software and paying ITSS service charges.

VIII. Partnership:
Library, ITSS, EVCAA, colleges, departments, centers, faculty, staff, and students

IX. Division of Responsibilities:
a. Library:
   i. Collect, digitize, and organize contents
   ii. Publish or facilitate publishing student e-journals and/or other e-publications
b. ITSS:
   i. Install, maintain, and upgrade software and hardware
   ii. Store, secure, and backup contents
   iii. Provide authentication when needed

c. Other collegiate units on campus:
   i. Contribute content
   ii. Provide editorship for student e-journals

X. Software:
   UMD d-Commons is powered with DSpace, an open source institutional repository software developed jointly by MIT and Hewlett-Packard Labs.

XI. Access:
   Most documents and files in the UMD d-Commons will be openly accessible to the world while some will be only accessible via authentication.