FACULTY ACTIVITY REPORT
June 2011 – May 2012

Gail McMillan
Professor, University Libraries
Director, Digital Library and Archives

Professional Responsibilities Based on Position Description

The new librarians and the continuing DLA staff have blended together very well to carry out the goals of the department and the library: acquire, provide access and preserve the university's unique information resources. Each person has areas of expertise and developed additional skill sets largely due to their personal motivation to grow and their initiative to work as efficiently as possible. As a department head I provide support for their work in a variety of ways, including funding professional opportunities, with necessary technology, and encouraging research and scholarship. I also create and maintain an environment in which they can develop a vision to reach their personal and our larger goals. In addition, I lead through example. I feel strongly that as faculty librarians should participate in the profession by publishing and presenting, as well as collaborating within and outside the library.

I am also a hands-on and service-oriented librarian. For example, I answered >500 reference questions by phone and online. Access to VT ETDs improved in part because I removed over 300 restrictions and led a group of library personnel that reestablished workflow for scanning bound theses and dissertations (BTDs). Working with Technical Services, Business Services, and the Graduate School, I also improved access to VT ETDS by negotiating with ProQuest to reestablish workflow, making more than 4000 VT ETDs available through ProQuest databases.

This year I benefitted from many professional development opportunities such as the Library Publishing Services Workshop at Georgia Tech, CurateGear at UNC-CH, and the Open Repositories conference at UT-Austin, as well as local opportunities such as the Scholarly Communications Workshop and the two-day RIS workshop. By invitation I participated in the New Media Reader Seminar, led by Gardner Campbell, which was probably the most beneficial extra-curricular activity I've done in a long time. It was really hard to take the time to read and think about the readings, but I miss the weekly seminar discussions on a breadth of topics with such a variety of university colleagues.

Engagement with the Profession: Scholarly and Service Activities

By invitation, edited the ETD guidelines for the University of Chicago Press's forthcoming revision of *Kate L. Turabian's A Manual for Writers of Research Papers, Theses, and Dissertations*.

On request, provided a written review of a librarian for Promotion and Permanent Status on the library faculty at the University of Maryland.

Research as Evidenced by Publications

Digital Preservation, with Matt Schultz and Katherine Skinner. Association of Research Libraries, (SPEC Kit 325) 2011. http://www.arl.org/news/pr/spec325-25oct11.shtml

"An Investigation of ETDs as Prior Publications: Findings from the 2011 NDLTD Publishers' Survey," with Marisa Ramirez, Joan Dalton, Max Read, and Nancy Seamans. Proceedings of the 14th International Symposium on Electronic Theses and Dissertations. Cape Town, South Africa: NDLTD, 2011. http://dl.cs.uct.ac.za/conferences/etd2011/papers/etd2011_mcmillan.pdf (presentation slides: http://vtechworks.lib.vt.edu/handle/10919/11338)

Presentations at Professional Meetings
"PLN Members and the Association of Research Libraries' Digital Preservation Survey: Preliminary Findings." Vancouver, BC: Private LOCKSS Network Community Meeting, Oct. 23.
"ETD Preservation Workshop," with Martin Halbert. 14th International ETD Symposium, Sept. 16.
"ETDs as Prior Publications: The 2011 Publishers' Survey." http://hdl.handle.net/10919/11338
Texas ETD Conference: Dallas, Feb. 24.
Coalition for Networked Information Fall Membership Meeting: Arlington, VA, Dec. 12.
14th International ETD Symposium: Cape Town, South Africa, Sept. 15.

Instructional services
"Copyright in Scholarship & Instruction and an Open Access Primer." VT FDI, Feb. 7.
http://vtechworks.lib.vt.edu/handle/10919/11356
"Successful ETD Submissions and Copyright Compliance." VT BMVS 5714 for Vicki Kok, Nov. 8.
"Submitting Your VT ETD." Webinar with Heather Moorefield-Lang, March 21.
"Rights and Responsibilities: Copyright and Your VT ETD." Graduate School, Oct. 19.
http://itunes.apple.com/us/itunes-u/etd-speaker-series-etd-formats/id465646313?i=99526473
"Copyrights and Responsibilities." Undergraduate science class for Anna-Marion Bieri, Oct. 6.

Grants
NEH. Chronicles in Preservation. 2011-2013. $300,000
Contributed to the successful proposal (lead by Educopia Institute with the libraries of University of North Texas, Boston College, Clemson, Georgia Tech, Penn State, San Diego Supercomputer Center, and University of Utah) to study, document, and model the use of data preparation and distributed digital preservation frameworks to collaboratively preserve digital newspaper collections, including a comparative analysis of the strengths and challenges of distinct frameworks at MetaArchive-LOCKSS, Chronopolis-iRODS, and UNT-CODA. [VT will receive $21,214 for Data Wrangler/student wages.]
I worked on the Collections Assessment Survey and contributed to the data analysis, drafted the Statement of Work for VT OSP, and participated in monthly conference calls.
IMLS. ETD Lifecycle Management. 2011-2013. $268,458
Contributed to the success of the proposal (lead by University of North Texas Libraries (lead), with the NDLTD, Educopia Institute/MetaArchive Cooperative, and libraries at Virginia Tech, Rice, Boston College, Indiana State University, Pennsylvania State University, and the University of Arizona, to develop and share a toolkit of guidelines, educational materials, and software tools for life-cycle data management and ETD preservation.
This grant challenged me tremendously as I am charged with developing the cost model. This is way out of my comfort zone, but I enjoyed doing the literature review and drafting the outline for this chapter. Martin gave me some good advice: be descriptive, not prescriptive. I participated in monthly steering committee calls and traveled to UNT to participate in the f2f meeting. It was a great opportunity to expand my network of colleagues and help others who are drafting chapters for topics that I am more knowledgeable about.

Awards
OCLC Milestone Award, $1500: supported my participation in the Cape Town International ETD Symposium, as did the $1000 VT International Travel Supplemental Grant.

Consulting
- Copyright for VT faculty and students: DMCA, plagiarism, fair use, publishing contract reviews.
- Digital Library Projects
  o Ashley Maynor, visiting assistant professor of Cinema Production
  o Carolyn F. Runyon (American University in Cairo) re documenting and preserving "Arab

Spring" with Tamara Kennelly
- o Charlene Eska (VT) "Corpus of Early Irish Law Project"
- o Qatar digital library and research (Ed Fox et al.), with Paul Metz
- eJournals: *Smithfield Review; Summer Academe*
- ETDs: ProQuest policies/procedures; Export Control; digital media support; Aliou BA of Senegal
- IAWA: Beverly Willis Architectural Foundation; Milka Bliznakov Award
- Mentoring librarians and volunteers: Adwoa Adasi, Tracy Gilmore, Andi Ogier, Connie Stoval
- Open Access: Philip Young re LFA proposal; Executive Development Institute faculty
- Peacock-Harper Culinary History Friends Advisory Board: Ann Hertzler, *Virginia Culinary Thymes;* program planning
- Reference letters supporting
  - o Charlene Eska: ACLS Digital Innovation Fellowship
  - o Martin Halbert: Cunha & Swartzburg Preservation Award
  - o John Hagen: ALA WHCLIST Award
  - o DLA students applying to graduate schools (Kaavya Giridhar, Thomas Rossmeissl)

Committees
    ASERL
        Information Technology & Digitization Initiatives Interest Group: ITDIIG
        Research Data Coordinating Committee
    MetaArchive Cooperative
        Steering Committee; Content Committee
    NDSA/NDIIPP
        Content Working Group; News, Media and Journalism Content Team
    NDLTD: Networked Digital Library of Theses and Dissertations
        Board of Directors; Prior Publications Working Group
        Concluding remarks at 2011 International ETD Symposium, Cape Town
            http://www.youtube.com/watch?v=UxUnc9q04x0 (Stand-in for Ed Fox who had a family emergency)

University Activities

Virginia Tech Intellectual Properties
    Board of Directors; Finance Committee
University Libraries
    Assessment Committee; Service Points Working Group
    Search Committees
        Instructional Services Librarian and Digital Humanities Librarian, member
        Repository Librarian and Technologies Development Librarians (2), chair
    Promotion and Continued Appointment Committee
        Reviewed five dossiers and recommended rank for an additional six new librarians

Some Future Activities and Goals for FY 2013

I plan to (1) successfully lead the department to migrate images and ETDs from legacy databases into a repository, (2) increase contributions to and resources available from VTechWorks, (3) routinize the preservation of resources in VTechWorks through the MetaArchive Cooperative.

Consulting: Bob Leonard, Department of Theater and Cinema; Tim McCarty, Quest Visual Theatre; re hosting the Quest Digital Library and grant from Doris Duke Charitable Foundation.

Guidelines for Digital Media
- Bring together interested parties to draft information for ETD authors and advisors.
- Recommended that LFA revise P&CA Guidelines to enable consideration of alternatives to peer reviewed articles for scholarship expressed through various digital media.

eJournal hosting/publishing expansion
- eLPublishing and Open Access activities (w/Julie Speer et al.)
- DLA ej editors' survey is currently being completed. Will analyze and recommended changes that can be supported with current and potential new resources.

ETDs
- BTD scanning reinstated. Processing—from scans to access—50/week is summer goal.
- Complete ETD-db2, and/or implement Graduate School compatible software and workflow. Banner permission received. VTechWorks will be the official source of all born-digital and digitized theses and dissertations by fiscal year's end.
- Implement Web hosting service: NDLTD ETDs, i.e., non-VT higher education institutions, which do not yet have their own ETD initiatives.

Presentations
Boston, US ETD Association, June 13-14, 2012.
> https://conferences.tdl.org/USETDA/USETDA2012/schedConf/presentations
> "NDLTD Preservation Strategies—MetaArchive Cooperative" for Rookies preconference
> "ETDs as Prior Publications: The 2011 Publishers' Survey"

United Daughters of the Confederacy, Nov. 3.
> "Jumbals & A Quire of Paper Pancakes: Food & Family in mid-19th Century Fincastle as told through Nannie Figgat's Diary, Recipes, and Correspondence," with Jean Robbins.

Research for Publications and Presentations

NDLTD Prior Publications WG is surveying science journal editors. We now have a professional statistician working with us so the data will have more validity. I'm waiting to hear if this research will be accepted for the ETD conference in Lima, Peru in Sept. 2012. We will also publish our results in an OA peer-reviewed journal, as we did the results of our social science/humanities survey:

> Marisa L. Ramirez, Joan T. Dalton, Gail McMillan, Max Read, and Nancy H. Seamans. "Do Open Access Electronic Theses and Dissertations Diminish Publishing Opportunities in the Social Sciences and Humanities?" *College and Research Libraries*. Accepted: March 31, 2012; Anticipated Publication Date: May 2013. http://crl.acrl.org/content/early/recent

Conceived as an article based on the two 1860s manuscript recipe books in Ms2000-095, it has blossomed with the discovery of additional primary source materials from the same family in the Library of Virginia, the Virginia Historical Society, William & Mary, and elsewhere. The Botetourt County Historical Society will publish our book this summer for a fall release. I also proposed our story for an episode in the PBS series WPSU is floating: "Treasures of the Special Collections.

> McMillan, Gail, and Jean Robbins. *Dear Nannie, yours devotedly, Charlie. Nannie Figgat Chronicles Mid-19th Century Southwest Virginia through her Diary, Recipes, and Correspondence*. Fincastle, VA: BCHS, 2012.

FDI 2012 Spring Short Courses - Evaluations							Library	
Please select the workshop that you are evaluating (one only):	Rank	How useful	Level	Pace	Clarity	Amt of info	overall	9. Do you have any other comments to make?	10. Please describe how you may use information you learned today in your teaching and/or research.
Copyright and Open Access Session- Instructor: Gail McMillan	Assistant	5 Very Useful	3	3	5 Clear	3	5 Excellent	Gail McMillan is a great presenter and very knowledgeable on this topic. She is always well prepared. She led an interesting and informative discussion.	Not sure, but it directly applies to my job in the library.
Copyright and Open Access Session- Instructor: Gail McMillan	Administrative	5 Very Useful	3	3	4	3	5 Excellent		
Copyright and Open Access Session- Instructor: Gail McMillan		5 Very Useful	3	3	5 Clear	3	5 Excellent	This was a great session. I plan to take it again in the future. Since the instructor changed the format of the class according to the backgrounds of the attendees, I want to take it again so I can hear the questions from students and faculty. I need to learn this content by heart since I will have to address copyright questions from researchers.	The information I learned today will affect how I approach faculty and students when I create digital library collections. I have a better understanding of university policy and federal law. This will help me manage digital materials.
Copyright and Open Access Session- Instructor: Gail McMillan	Associate	4	4	3	4	3	4		

FDI 2012 Spring Short		
Please select the workshop that you are evaluating (one only):	7. What should we change in this workshop?	8. Do you have an idea for an FDI workshop topic?
Copyright and Open Access Session- Instructor: Gail McMillan	Having the projector on the table at the front of the classroom meant that the screen was often blocked by the presenter. it would be good to try and change the projection method.	
Copyright and Open Access Session- Instructor: Gail McMillan		
Copyright and Open Access Session- Instructor: Gail McMillan		General principles of object oriented design. Basic Linux. Shell computing.
Copyright and Open Access Session- Instructor: Gail McMillan		

View A/P Faculty: Update and/or Fill a Position Summary

Purpose of Request

Purpose of Request   Update a current job description- No Recruitment

Job Description

**Position Summary and
Qualifications**

About Virginia Tech

Position Summary: Reports to the Dean of the University Libraries. Provides leadership,
                                   sets priorities, assigns responsibilities and delivers services
                                   associated with making selective areas of unique Library and
                                   Virginia Tech content searchable locally and harvestable globally.

Required Qualifications: - Master's degree in Library or Information Science from an ALA
                                   accredited program.
                                   -Progressively responsible, professional experience in a mid- to large
                                   size academic or research library.
                                   -Knowledge of digital library content and metadata standards.
                                   -Demonstrated experience with current digital collection
                                   architectures and platforms.
                                   -Knowledge of new technology, relevant national standards and
                                   best practices related to digitization and scholarship.
                                   -Demonstrated ability to set priorities and work both individually and
                                   collaboratively within a diverse and changing environment at the
                                   local, consortial, and national level.
                                   - Excellent communication skills and interpersonal skills.
                                   - Demonstrated proficiency with office software applications.

Preferred Qualifications:

Position Details

**Position Identification
Information**

Request number:
(Will be assigned upon first saving   011938
position)

Position Number: 0FA161

Working Title: Director of Digital Library and Archives

College / Sr. Management   University Libraries

Department: Library

Department Number: 024100

Work Location:

Describe location, if other than
Blacksburg:

Work Schedule:	8-5, M-F + As Needed, including Evenings/Weekends
Hours Per Week:	40
Academic or Calendar Year:	Calendar Year
Employee Category:	Administrative and Professional Faculty
Appointment Type:	Regular
If restricted or temporary, enter end date:	
Percent Employment	Full Time
If part time, enter Percent Time	

Funding

Org Code:	024100	Fund Number:	121315	Percent:	100

Does the employee supervise 2 or more full time equivalent employees?	Yes
Supervisor Name:	Walters, Tyler
Supervisor's Title:	Dean, University Libraries
Supervisor's Position Number:	0FA082
HR Staffing Specialist	Lowe, Christy
Contact Name:	Cathy Pillow
Contact Email/Phone (e.g. pid@vt.edu)	cathyp@vt.edu. 231-4407

Proposed Job Duties

Percent of Duty Total: **100**

10 Records

Percent of total time:	Description of job responsibility/duty:
40	Provides leadership, sets priorities, assigns responsibilities and delivers services associated with making selective areas of unique Library and Virginia Tech content searchable locally and harvestable globally. Materials considered may originate in a digital format or be digitized from another format.
10	Collaborates with other university faculty, departments, and agencies to achieve unit, library, and university goals.
10	Seeks collaboration with and supports initiatives of other library Directors in providing services to deliver unique local digital content to university users.

10	In conjunction with staff plans the major unit activities of the year.
5	Employs benchmarking as a method as assessing best practices.
5	Uses appropriate data to analyze unit operations and to support recommendations and decisions.
5	Assumes overall responsibility for all personnel evaluations in the unit and assures that the unit operates in a timely manner and consistent with university policies and procedures.
5	Assures effective use of university fiscal resources.
5	Acts as an informed and positive spokesperson for the Library and the University.
5	Handles sensitive or confidential information with discretion.

Physical & Employment Conditions

Physical Requirements

Employment Conditions: Must have a criminal background check

Describe Other: