

Creative Staffing Solutions for Library Publishing: Layout, Graphic Design, Copyediting, Project Management, and More

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General Introduction

Presenters:

- **Marianne Reed**
Digital Initiatives Manager, University of Kansas Libraries
- **Johanna Meetz**
Publishing & Repository Services Librarian, The Ohio State University
(formerly of Pacific University)
- **Chelsea Johnston**
Scholarly Publishing and Repository Librarian, University of Florida

KU: About the Department

2005: KU Libraries journal publishing pilot begins (staffing = 1 librarian)

2006/2007: OJS platform installed at KU

2007: [Biodiversity Informatics](#) becomes the first journal published on OJS

2017: Monographs added to our publishing services as OER program expanded

2018: Layout services added for hosted journals and monographs

2020: Journal #42, *RRNMF Neuromuscular Journal*, published by KU Libraries

KU: Current Department Staffing

Library/IT Staffing*:

- Direct user support – 25-35 percent FTE (me)
- Layout services – As needed
- Metadata librarian – Metadata services to enable preservation/DOIs
- Part of a system/application administrator

KU: Services Offered for Journals

- Consultation in publishing best practices
- Training and technical support for publishing infrastructure
- Advice on journal promotion and visibility best practices
- Education and outreach about ORCID
- Journal layout services
- Copyright consultations with authors and editors
- DOIs provided free of charge
- Analytics: OJS, DSpace, and Google Analytics
- Digitization of back issues
- Dataset management
- Community support: KUEditors-L discussion list, Editors Forums, and [Resources for Editors of Scholarly Journals](#) online resource

KU: Services Offered for Monographs

- Consultation in publishing best practices
- Mediated deposit of monographs in KU ScholarWorks
- Advice on promotion and visibility best practices
- Education and outreach about ORCID
- Copyright consultations with authors and editors
- Monograph layout services
- Print on demand options
- ISBNs and DOIs provided free of charge on request
- Analytics: DSpace statistics
- Hosting for datasets and supplementary content

KU: Lessons Learned and Next Steps

- Publishing as partnership
 - Your program's success is defined by the success of your partners
 - Let other voices help tell your story
- Be honest about services you are not able to offer and why
- Build self-sufficiency: Spend time at journal startup to save support time later
- Share feedback with your colleagues and administrative hierarchy so that they know why the program is valuable AND what is needed in order to grow
- Be alert for new opportunities and encourage others to watch for opportunities on your behalf

Pacific: About the Department

- Duties of position as of 2019: Administer IR, publish journals, publish books, act as Associate Director of Pacific University Press
- Started publishing journals in 2011, peaked at publishing 7 journals in 2019
- Started publishing books in 2016 with a goal of publishing 3 books a year
- Other miscellaneous publishing: book projects with student authors, informal publishing with Bee Tree Books

Pacific: Journal Publishing Services

- Copyediting
- Typesetting
- Author proof coordination
- DOI check/assignment
- Preservation
- Design: journal sites, logos, article templates

Pacific: Current Department Staffing

Strategies

- 2018: Asked for additional funding for part time position, request denied
- 2019: Reduced publishing load
- 2020: Publishing 3 journals, still one faculty position

Pacific: Lessons Learned and Next Steps

- The problem of depending on one person
- Don't *not* do things if you only have one person to work on them, but carefully consider what the backup plan is in advance
- Current/Future plans:
 - Focus on books, less on journal publishing
 - IR: re-homed to technical services department, now a shared responsibility

UF: About the Department (History)

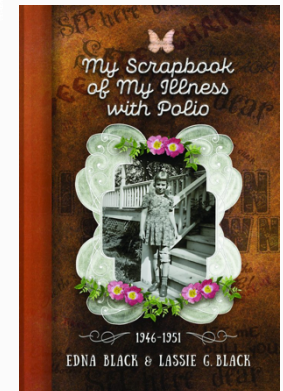
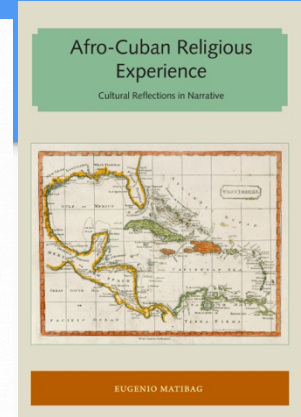
- Previously, the LibraryPress@UF and related initiatives were supported by an ad hoc service team
 - Focus was on meeting immediate needs
 - Did not allow for proactive work, collaborative partnerships, and scale
- The Digital Partnerships & Strategies (DP&S) department was established in 2018 to ensure dedicated and programmatic support



LIBRARY PRESS @ UF
AN IMPRINT OF UF PRESS AND
GEORGE A. SMATHERS LIBRARIES
UNIVERSITY of FLORIDA

UF: Services Offered

- Services offered:
 - Identification of best platforms/tools
 - Facilitation with technical experts
 - Advising on editorial project management
 - Copyright permission templates and clearance
 - Basic accessibility review
 - Graphic design
 - Proofreading
 - Facilitation of peer review
 - Marketing and cataloguing
 - Reporting of usage metrics
 - Preservation planning and implementation



UF: Current Department Staffing

- Digital Partnerships & Strategies:
 - Perry Collins (Scholarly Communications Librarian)
 - Chelsea Johnston (Scholarly Publishing and Repository Librarian)
 - Tracy MacKay-Ratliff (LP@UF Designer and Coordinator)
 - Laurie Taylor (Senior Director for Library Technology & Digital Strategies; Chair of Digital Partnerships & Strategies)
 - Haradja Torrens (Graduate Intern in Equitable and Inclusive Library Publishing)



UF: Lessons Learned and Next Steps

- Lessons Learned

- New staff, new department, new projects: these take time to settle!
- Importance of group brainstorming: what do we want to do? How will we do it? How can this be scaled for future efforts?
 - Biweekly meetings and annual retreat create space for these conversations
- Work to define roles/responsibilities, but stay open to overlap
- Need for greater integration with IT, which is now in place with Technology & Digital Strategies, to ensure full institutional alignment for immediate needs and future growth

- Next Steps

- Develop plans for sustainably increasing capacity and services
- Create strategic plan + mission, vision, and values statements
- Communicate our work to partners inside and outside the Libraries

Group Discussion in Breakout Rooms

- What creative staffing solutions have you used to provide services for project management, copyright clearance, copyediting, layout, graphic design, or printing, or any other service not listed here? Fees? Including services provided by other units?
- What are some ways that you've managed user expectations when your program doesn't have the staffing to provide services that they want/expect?

If you would like to share your findings with everyone when we reconvene, please ask one member of your group to act as representative!

Thank You!

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