

The main focus of my internship was the Institutional Repository: Digital Commons at Otterbein. I began by helping Jane edit an Event Request Form for groups on campus wanting to host an event through the DC. Then, with statistics provided by Jane, I created some benchmark reports showing how the materials within the DC were being accessed and downloaded around the world. I created a separate report on the Mathematics department, as their materials had seen the most use. I also added materials to the DC, checking out copyright issues, creating metadata, and uploading them to the repository system. It was very interesting to learn the wide variety of uses for the Digital Commons. It is much more than a simple repository, this makes me curious about the uses of the various other repository systems.

Together with Jane, I created a Use Survey that was sent out to all Faculty and Staff about how they used the DC@O, and what they need from us to use it more. I also helped Jane file an IRB form, in case she wants to use the Survey in her research. I created a report of our findings, including separate reports to the library liaisons with questions from faculty in their specific departments. The biggest discovery of this project was how hard it is to get the academic community involved in a repository. I am certain that the library has done their best to publicize the DC, and give them as much information as possible, and yet, so many of the respondents had no idea what it was or how to use it.

Another big project I worked on was the Library website. I started out proofreading, and sent Jane some corrections. She asked me to look into a virtual tour for the website, with an eye towards security concerns. So, I surveyed other sites and found that many had tables listing holdings and services by location within the library, and created a similar listing for Courtright Memorial Library. I also helped her design a LibGuide for a criminology class she was presenting to, with the resources they would need to complete their main project. This helped give me a view of the variety of services available through the library, both physically and online.

Then we designed a Usability Study, starting with a Pre-Survey to get some general feedback, and volunteers. We had those volunteers come in for 20 minute usability tests to find more specific problems with the website. This was tricky and we ended up recruiting some library guests to fill up our tests. This reminded me that even when you follow the recommended steps, there are always busy schedules and missed emails to take into consideration. I created reports from the Pre-Surveys, to show a general impression of our website, as well as specific reports from the Usability Test results, including suggested revisions.

My internship was not limited to just the web presence. I also worked on some collection development, going through a list of VCR tapes and Anthropology books that have seen no circulation since the electronic system was implemented, and making recommendations about discarding, replacing, or keeping these materials. This work was then passed on to Jane for final decisions. I met with most of the employees here to learn about what they do at the library. I attended meetings on and off campus to learn more about information literacy, digital preservation, and the Librarians Committee. I also attended a class given to freshman about using the library website.

One of my objectives included assisting with administrative policy for the institutional repository. This one the one thing I did not have time to work on, due to all of the other tasks on my plate. This program did a great job of giving me a wide variety of experiences. It showed me a broad view of all the work that each librarian has on their plate. As a student, you get the basic idea of what managers, reference librarians, catalogers, etc. do, but it is not until you are in a physical library that you realize how many more tasks and responsibilities all of them have all

over the library and community. I believe this has better prepared me to find, and be ready to take on, a professional position.