

12-13-2017

Me,Myself, and I: Working as a Solo Repository Manager

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Recommended Citation

Pujals, Michael, "Me,Myself, and I: Working as a Solo Repository Manager" (2017). *Collected Faculty and Staff Scholarship*. 324.

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1890

Me, —
Myself,
And I:
Working as a solo
repository manager

Michael Pujals | Dominican University of California | December 13, 2017



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of CALIFORNIA
1890

OR...
Am I?

Dominican University of California

- FTE ~1900
- Mostly Undergraduate with 8 Masters Programs
- Full-time Faculty ~ 112
- Lots of adjuncts

My Job(s)

- Repository manager
- Electronic resources
- Library website admin
- Liaison (4 programs)



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Work Flow

Gathering and depositing faculty work

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Help formatting papers

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- Get out of the office
- Listen
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- Set parameters of what you will and won't do for people
- Borrow shamelessly
 - Forms
 - Policies
 - LibGuides
- Tools
 - Canned Emails
 - Lots Calendar Reminders
 - External tools like Evernote and Google Keep

You're not alone

It takes time...

Be Patient

Be Persistent

Questions?

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