

Faculty Services 5 Topics in 5 Days: Week of Feb. 21, 2022

Faculty Services 5 Topics in 5 Days: Day 1

Today's topic is: **How do you welcome new faculty to the law library?**

Since this is a rather large and open-ended question, I'll include some prompts: **When do you first reach out? Do you approach new faculty individually, as a group, or both? What efforts have been most / least successful? Did you have to adapt any of these efforts to meet pandemic restrictions? Have you had a harder time forming relationships with new faculty since the start of the pandemic?**

- At [redacted], the law library director is a part of the interview for all candidates. We share our services, things we support such as Scholastica & Digital Commons efforts, etc. We then follow-up as soon as the Dean announces their acceptances – offer to get their accounts transferred if necessary; generally, find out what they will be teaching and how we can support their curricular and scholarly needs in more detail. We also help with sharing LibGuides about the Macon/Mercer area and LibGuides for faculty resources including complimentary textbook information, etc. Usually, we do things individually so the discussions can be more personal and focused – if we had larger numbers, we might do the sessions for all. We have continued to do in-person (masks required), but some things have been via zoom. Most things are as usual just a bit more difficult IMHO.
- At [redacted], we meet with each new faculty member individually. We reach out to them shortly after they've accepted ASU's offer and schedule a one-on-one meeting before the school year starts.
- At [redacted] the librarians take part in the interview process like all other faculty. A meeting with me (as the Coordinator of Faculty Services) is part of the onboarding process set up by our HR department.
- Here at [redacted] librarians participate in faculty interviews. Once a candidate has accepted an offer we email them to 1) ask specifically about their research agenda and if there are any resources they would require in their work and 2) outline the services the library can provide. Once they arrive, we have a "welcome packet" for them. It contains instructions for establishing Lexis/Westlaw/Bloomberg accounts, a who's who in the library/technology departments, and a Faculty Services bookmark. The bookmark has the url for our Faculty Services Libguide and a list of our most popular services (i.e. the library RA pool, faculty liaison program, guest lectures in seminar classes). In the "before times" we would invite new faculty to have coffee with the entire library staff.
- Since we are a government law library, we do things a little differently. Each year, we get new clerks that work for the S.C. justices. We do a breakfast meet and greet and then give them a tour of the library explaining any rules that we have and where to find certain things. At the end of the tour, we give them registration forms for library cards.

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Faculty Services 5 Topics in 5 Days: Day 2

Welcome to Day 2 of ALL-SIS Faculty Services Committee's 5 Topics in 5 Days!

Today's topic is all about **faculty bibliographies**. This is another potentially broad topic, so here are a few items to consider:

- **Does your library maintain lists of faculty publications? If so, are they online for public view or only for internal recordkeeping?**
- **Does your library maintain a digital repository with the full text of faculty publications? If so, is it open access?**
- **What types of publications are included in the faculty bibliographies and/or repository?**
- **Who is responsible for this task? How are these records kept up to date (database alerts, faculty supply items, etc.)?**

- Ahh the joys of faculty bibliographies, yes I maintain in print and electronically on their faculty pages. There is always a debate amongst the faculty as to what should be included but I think the main contents are always Books, Articles, Chapters. From some of the faculty that are heavily involved in CLEs, they think their presentations/papers should garner equal weight.

However, as blog posting etc. has grown, I only list the commentaries/blogs that are cited by other authors. I run alerts daily to track the citing.

But the big issue is finding out about the publication! Luckily I receive the faculty minutes where the 'recent publications' are reported. I'm not quite sure why they don't want to reveal that they have an article out there, but it's like pulling teeth!

- We do maintain lists of our faculty publications; this is something we have done for at least 15 years now. Our faculty publications database is a part of our Digital Commons repository, and then is used to populate our faculty's Selected Works profiles, which are linked from our faculty bios. When we can we post the full text of a piece in the repository; however, we enter at least a metadata-only entry for every published work by our faculty. This includes books, journal articles, magazine articles, op-eds, reports, and blog posts.

We keep up with new publications in a variety of ways. I have a number of alerts set up in Lexis, Westlaw, and a few other databases (PubMed and EBSCO databases, primarily, as we have a lot of interdisciplinary faculty). I also learn about new publications in my role as editor of our SSRN paper series. Finally, our Associate Dean for Faculty Development maintains an ongoing list of faculty accomplishments that includes new publications. Notifications of new publications go to our Digital Services Librarian, Gerard Fowke, who has taken on the task of entering them into the repository.

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- We have yet to find a way to regularly obtain updated CVs (other than by request). The webpage for faculty bios (and CVs) is maintained by two admin assistants in the Dean's office, and I imagine they have higher priorities.

Our best tool to date has been the launch of a sort of private email address. As [redacted] mentioned, some faculty are just less forthcoming with their accomplishments, big or small. So we established an email address, `newpublications@list...`, for faculty to send their recent news. The recipients are just a few select staff members such as myself (to maintain the repository), the website folks, SSRN coordinator, and a few others. At the end of the month, the assistant for our Associate Dean for Research compiles the emails into a nice little monthly newsletter to share everyone's accomplishments for the month in one shot. This seems to work really well for our faculty in motivating them to submit news.

- **Does your library maintain lists of faculty publications? If so, are they online for public view or only for internal recordkeeping?**

We do not. PR for the main campus gets a yearly update and posts update to the faculty pages on the law school website. If a faculty member asks me to update his or her publication list on the website, I do it. The website edit has to be approved, which sometimes causes a lag. Also, we help the faculty members update their Selected Works profiles if they request it.

- **Does your library maintain a digital repository with the full text of faculty publications? If so, is it open access?**

We have Digital Commons, but the whole system is pretty hit or miss. I am new to the position and would like to revamp the workflows once I have full staffing. If faculty members give us full text to post, we do so. We have not been using many links to articles in Digital Commons, but we do have links on the Selected Works profiles.

I would love to know how others are deciding when to post full text and when to link in the IR. Do you get the faculty member's permission before posting full text? Do you get the version of the article that you post from the faculty member? Do you do the copyright clearance yourself? If there is already an open access version of the document (e.g., SSRN or the law review site in Digital Commons), do you link to that rather than creating an "extra" open access copy?

- **What types of publications are included in the faculty bibliographies and/or repository?**

I think we used to have a variety of items. More recently, it is primarily articles, books, and book chapters. Some faculty include blogs and media appearances in their Selected Works profiles.

- **Who is responsible for this task? How are these records kept up to date (database alerts, faculty supply items, etc.)?**

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I am supposed to be working on this in conjunction with a faculty support assistant. Once we have the staffing, I will probably set up some alerts myself and then have the faculty support assistant do the bulk of the metadata entry/uploading. I was going to set up alerts in HeinOnline, SSRN RSS feeds, and Westlaw. I would be curious what alerts others use. Like others have also mentioned, we are supposed to be supplied items by faculty, but that system does not work.

- About ten years ago, we created a bibliography of faculty scholarship from 1892-2013, which we printed and placed in our digital commons. We then created an online update after five years, and plan to continue doing so every five years. We may eventually combine all of the updates into a print volume, but that will be a bit down the road. I have been involved in both bibliographies along with another librarian (. We did quite a bit of research using University archives, WorldCat, Hein, and ILP (along with CVs from our current faculty) for the original volume. For the update, we largely relied on faculty to provide us with their publication lists.
- Does your library maintain lists of faculty publications? If so, are they online for public view or only for internal recordkeeping?
Yes. We as library liaisons did have the charge for keeping our law faculty's profiles on the law school website that are available for public view up to date with their publications. However, some faculty don't give us permission to go make those updates. Just in the last few months, I've been asked by the law school administration for a complete list of faculty publications. I learned that I can't let the faculty be gatekeepers to me keeping their public profiles up to date, so I began a private Google Doc for internal recordkeeping to use for law school admin requests. It has been a life saver. I ask the library liaisons to update it even with works in progress so we can keep our eyes on any future publication with this Google Doc. However, since I oversee faculty services, I add to it, even if they aren't my assigned faculty. I highly recommend it.
- Does your library maintain a digital repository with the full text of faculty publications? If so, is it open access?
Yes, and yes. This is maintained by the librarian over digital services. But we have a similar problem here when faculty don't give us permission to post their publications there.
- What types of publications are included in the faculty bibliographies and/or repository?
For bibliographies, we include articles, books, book chapters, and books edited by our faculty. We don't include briefs, newspaper articles, etc. For our repository, we generally don't include books or book chapters or non-law review articles because we don't have permission to post them.
- Who is responsible for this task? How are these records kept up to date (database alerts, faculty supply items, etc.)?

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I think we have two lines of defense for catching publications to include on our lists. First, the library liaison would be responsible for their assigned faculty. Then I, as the Head of Faculty Services, also tries to catch publications for all the faculty. I use database alerts for my assigned faculty but can't manage that for all the faculty, so each liaison is encouraged to do it for their assigned faculty. I also use the monthly email from the law school admin where faculty should announce their forthcoming and published pieces to add to the internal Google Doc of faculty publications list. However, I've noticed some faculty don't contribute to that. And then lastly every few months, I check HeinOnline and Google Scholar to see if a faculty member has a published work that shows up there that hasn't been caught on the Google Doc yet. Ideally, faculty would let us know, but I've found that some don't. It is very time-consuming and is an extra burden on liaisons, but the law school admin looks to us to be aware of these things, so we haven't come up with a better system. I've been very interested in reading what others of you have been doing. It's helpful!

- It's really interesting to read through the commonalities and differences among institutions being shared here! I'm a new hire as of August 31, so I'm simultaneously learning existing processes and making some adjustments to our workflow overall.
What types of publications are included in the faculty bibliographies and/or repository?

Yes! The University of [redacted] has been keeping track for a while. We now have an internally-managed and created database that pushes [publication records to our website for public viewing and searching](#). Generally, we only track substantial scholarly works (which tend to be articles, books, book chapters, and reviews, although we will also include research reports and other formats on occasion), and only for some faculty (based on their status). We provide links to the full-text of the publication when possible through HeinOnline, SSRN, other websites (including with DOIs), and our repository. Last, we've started tracking internally which publications we are *excluding* from the list and why (often Op-eds, too-short articles, etc.). When the faculty member whose works we've been tracking leaves the institution, we add the [list of their publications to a Faculty Bibliography LibGuide](#) that serves as an archive.

- **Does your library maintain a digital repository with the full text of faculty publications? If so, is it open access?**

Yes, and we seek permission from faculty members (and provide them with some options for what they want done with their works; ie: full-text, only links to full-text when available, preservation only, etc.). [Our repository is open access and runs on Bepress Digital Commons](#). It's more accurate to say that our repository contains works from a subset of the faculty whose works we track, and most of those have granted us full permission to conduct deposits on their behalf. After that, it's just a question of whether the publisher grants permission or has a robust self-archiving policy.

- **Who is responsible for this task? How are these records kept up to date (database alerts, faculty supply items, etc.)?**

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I supervise this work with support from the Assistant Director for Scholarly Publishing & Information Services. I have up to 3 student workers who help to administer the database, add entries, create metadata spreadsheets for individual publications which can be batched for upload to the repository, and find full-text PDFs for upload to the repository! I supervise our students, complete uploads to the repository, and make requests for publisher permissions and copyright licensing when needed (such as when a self-archiving policy is unclear).

Like others who have responded, we keep track of publications a number of ways:

- Through **alerts**, such as those from Lexis
- Through **CVs**, which we encourage faculty to send to us (some will. Once a semester we send an all-call out to remind faculty to send us their updated CVs or publications lists, and faculty assistants are often very helpful!) and which we collect opportunistically during the annual review.
- Via a dedicated, monitored **group email** which student workers have access to and which we promote to faculty
- Through a **web-form**, which is... lightly used, but which we're working on improving in the hopes that we'll hear more.
- Through **manual searching in databases** for new publications (published 2019 or on) - which is a new workflow, and one for which we have dedicated time from student workers. It took around 3 months to complete a full manual search for all the faculty we track pubs for with 2 student workers contributing part-time (when new pubs were found, they were added to the database and/or repository!)

I'm also working on an overall Outreach Plan which we hope will increase faculty reporting of their publications! It's definitely a large and labor-intensive undertaking. I've got an Airtable database I developed and use to track the status of permission requests made to publishers, since it can take weeks sometimes to hear back from them. That also helps me track if/when we need to find a PDF or scan in from a physical copy to get the full-text. Whew!

- At [redacted] we have been spending significant time developing the services and infrastructure for this type of work over the last few years.

Does your library maintain lists of faculty publications? If so, are they online for public view or only for internal recordkeeping?

Yes, the library maintains lists of faculty publications. We keep a master list/spreadsheet of all publications that is used for internal purposes. For public viewing, we maintain SelectedWorks profiles for law faculty members. We also publish a law scholarship blog to announce new scholarly activities. Our records are kept current mostly through alerts on Westlaw, HeinOnline, and Google Scholar but we have a dedicated email address for those faculty members who are inclined to self-report.

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The law library also tracks and reports scholarly impact metrics and citation data for faculty publications. Quarterly reports are sent to faculty members by request. We recently expanded this service to include a bibliography of the citing documents themselves which we collect using the same alert system, saving the citing documents in Zotero.

Does your library maintain a digital repository with the full text of faculty publications? If so, is it open access?

Like many others, we have a digital commons repository. Ours is shared with the university and we maintain collections in a sub-community for the College of Law.

What types of publications are included in the faculty bibliographies and/or repository?

We track and keep record of primarily books, book chapters, journal articles, briefs, white papers/reports, and blog posts. The faculty scholarship series in the repository is populated with any of these for which we have permission to post the full text from the publisher. We use the faculty SelectedWorks profiles to showcase those publications archived/imported from the repository plus any other works that the faculty member considers representative of their body of scholarship like presentations, etc. Each profile was developed in consultation with the faculty member so they are all a little different. That made the initial set up more time consuming but also more interesting to work on and with stronger buy-in.

The law school communications office maintains faculty profile pages on the website. Some of those pages have lists of scholarship that are not updated as frequently as the SW profiles. I would really like to explore how we can integrate these in some way, more than just a link to the SW profile. I have been thinking about testing some ideas with the RSS feed from the SW profile. Has anyone done anything like that before?

Who is responsible for this task? How are these records kept up to date (database alerts, faculty supply items, etc.)?

I am responsible for all of the services and tasks that fall under the "scholarly communications" umbrella with the support of a full-time staff member. We also occasionally use student workers on a project-by-project basis.

I compiled information and descriptions for all of our related services in a libguide.

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Faculty Services 5 Topics in 5 Days: Day 3

Today's topic is publications support. What services does your school offer to support faculty publications, and how have they been received? If you don't currently offer such services, have you considered doing so?

The University of [redacted] began offering a variety of publication services a few years ago to complement our existing faculty services. Available services (for both articles and book-length manuscripts) include proofreading, copyediting, and substantive line editing; cite-checking; locating additional sources for citation support; Bluebooking and citation format conversion (e.g. Bluebook to Chicago); answering law review editor queries; and preparing indexes. As a relatively new offering, we've been very pleased with the uptake, and the reception from our faculty has been fantastic.

- The University of [redacted] has actively provided publication support to its faculty since 2008. The services offered are mostly similar to what [redacted] enumerates in his starter post (e.g. proofreading, copyediting, Bluebooking and citation format conversion, locating additional sources for citation support), but we do not offer cite-check services or prepare indexes. We also typically will not work on book-length manuscripts as this takes too much time and prevents us from working on other pending faculty projects.

To make this work, we created full-time citation / research specialist positions. Although this model may not be feasible for every law library due to budget constraints, given the significant time and expertise required to competently perform these services coupled with faculty demand for the work, we have found that this arrangement works best for all parties.

The advantages of offering publication support for faculty are numerous. Not only do faculty appreciate and regularly utilize the service (and recognize that the library is providing it), but visitors and fellows at the Law School also benefit from the service (thereby helping the Law School's recruitment and placement efforts). Moreover, the citation / research specialists also assist with reference desk duties as well as overflow research requests and other administrative duties when they are not otherwise engaged in manuscript work.

There are downsides, however, that every library considering offering faculty publication support should be aware of. First, the service is expensive, both in terms of time (it takes a long time to edit these manuscripts correctly) and money. And second, the service tends to be incredibly popular – many professors consider their projects to be the highest priority. Properly setting expectations at the outset of the project and managing the manuscript queue to meet deadlines is of utmost importance.

On the whole, I believe providing faculty publication support is a great service and it redounds to the library's benefit, but it should be entered into carefully given the costs associated with providing the service. For those interested in additional details, a more full description of [redacted] Law's faculty publication support process can be found in the Fall 2014 ALL-SIS newsletter.

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- I'm going to answer some of [redacted]'s questions:

For those of you who do offer these services using student support, I would like to know more about how you hire and train for these positions. Do you focus on hiring students who are on law review? How do you train students on Bluebook and other citation styles?

I hire 2Ls and 3Ls to help. I do like when they have law review experience, but many times, we don't get enough applicants with that experience. If they don't have it, I use the Lexis Interactive Citation Workstation to train the students on using the white pages of the Bluebook since most are only familiar with the style of the blue pages from their legal writing courses. I also made a research guide that gives the most common Bluebook citations for law review articles and the most commonly mis-cited Bluebook sources for law review articles to give the students a "cheat sheet." That helps them get through most of the Bluebooking, and then I check it over when they are done to catch the more obscure sources before returning it to the faculty member. I don't train them on other styles because our faculty rarely use them. We may get 1 Oxford style request a year, maybe. And in that case, I just ask them to do their best and then the library liaison looks it over in depth.

Also, if you do offer this support, how much time do you think is spent on these services, in terms of hours per week? Is this something that is cyclical (ramping up prior to each submission cycle), or is there a steady flow of work?

For Bluebook, it is rare, but is cyclical when it happens. The same students help to do other research support for faculty when it isn't happening. But when we do other research support, we always put sources gathered in Bluebook formatting, or when we add sources to footnotes, we do it in Bluebook, so those skills come in handy all year round.

Finally, are there alternative methods that anyone has in place for offering publication support short of the library actually doing the Bluebooking/cite-checking? Does anyone offer to help train faculty research assistants on cite-checking methods, for example?

We do offer to train faculty research assistants, but we aren't taken up on the offer too often. Several faculty like Zotero with the Bluebook add-on in Word, and they rely on that.

- At the University of [redacted], we have one Publication Services Librarian (me) and one full-time Research Assistant working on faculty publication support projects. Our program was inspired by the University of [redacted]'s publication support program. We currently supervise two students who are Bluebooking a faculty-edited journal, but having student RAs has been unique to that project.

We do find we have a steady flow of work, with an increase during law review submission cycles. We divide our time between editing, reference desk shifts, and

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teaching responsibilities. I estimate that I spend a third of my time on publication support and our Research Assistant spends half of her time on publication support.

I agree with [redacted] that managing expectations, especially in terms of turnaround times, has been an important part of keeping this service successful. Our faculty members have generally been quite good at giving us enough time.

Since the librarians who provide the editing services are also members of the reference team, we are very familiar with our faculty's scholarship, which makes us well-informed editors. Our involvement with the manuscripts also provides the entire reference team with excellent context for each faculty member's ongoing research requests.

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Faculty Services 5 Topics in 5 Days: Day 4

Today's topic is concerning **faculty liaison programs. Do you assign liaisons, or otherwise provide formalized support and service, to faculty members beyond tenured/tenure track law faculty?** Though many academic libraries support full-time, tenured or tenure-track law school faculty via a liaison program, certain other faculty members may benefit from library support and utilize library faculty services including adjunct faculty, dual-appointed faculty, visiting faculty, and emerita/retired faculty.

- Here are [redacted], we typically do not assign a library liaison to this latter group of faculty (adjunct, dual-appointed, visiting, emerita), though we encourage them to contact us via our reference listservs. Our JD program is exclusively full-time, with the vast majority of courses taught during the day in the fall and spring semesters, with few evening or summer courses. As such, our full-time faculty handle most teaching, and of course most scholarship generated by affiliated law faculty is produced by the full-time faculty as well. Given this, we don't receive too any requests from other faculty members, and find that triaging them as received works well. That said, at my prior institution a great many courses were taught by adjunct faculty, and as a dedicated faculty services librarian I served as formal liaison to that group.

Faculty Services 5 Topics in 5 Days: Day 5

Recap post