Repository Management User Profile - Collection Manager

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Demographics/User Characteristics

- Familiar with repository concepts and standards
- Familiar with repository product interfaces
- Familiar with collections’ content, users, and workflows
- Familiar with Descriptive Metadata practices
- Familiar with original source material
- Familiar with the mission of digital libraries and institutional repositories

Frequency of Repository Use

- Daily to Weekly

General Motivators/Goals

- Managing one or more collections that have been ingested into the repository
- Monitoring access to, and usage of, the collection
- Awareness of activity within a collection (additions, deletions, problems)
- Generating statistics and reports related to inventory, staff activity, and usage of collection content
- Promoting the collection to users
- Coordinating troubleshooting related to the collection’s content

Key Repository Management Tasks

- Provides oversight for one or more collections, or an administrative set of an individual Library's collections in the repository
- Manages user and access permissions for collections and content
- Maintains collection-level metadata and branding such as thumbnails or banners
- Coordinates collection ingests
- Coordinates with depositors to maintain content (metadata, files, access)
- Runs reports related to Collection-level assessment
- Works with collection stewards and content owners to coordinate long term usage of collection material
- Assists with system workflow approvals
- Monitors/Runs reports on individual staff users’ activity

Repository Content/Information Desired

- Workflow status dashboard
- User management dashboard/interface
- Staff activity and processing reports
- Collection inventory/statistics reports
- Storage utilization reports
- Access controls for Collection visibility
- Metadata management for Collection information

Library/Unit Interactions

- Typically affiliated with a single Library
- Works with Repository Engineers and Administrator to enhance repository services
- May collaborate with other Libraries’ Collection Managers
- May monitor work performed by Content Curators, Metadata Specialists, and Metadata Editors
- Works with Exhibitions/Communications staff to distribute content