JSTOR Forum

Using JSTOR Forum for Digital Collections at Caldwell University

What is JSTOR Forum?

JSTOR Forum

Forum is a web-based media management tool that enables institutions to manage, store, use, and publish their institutional and faculty media collections privately, with the academic community, between institutions, or with the world.

Artstor

Artstor is a non-profit online digital image library designed to serve the educational and scholarly communities with more than two million images on subjects in the arts, architecture, humanities, and social sciences. Artstor provides tools and software to search, present, and share digital images both online and offline.

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Why do we use it?

Caldwell University Archives began using JSTOR Forum (formerly known as Shared Shelf) in 2015 as the result of a grant from the Council of Independent Colleges (CIC) Consortium on Digital Resources for Teaching and Research. The initial grant project, "Living the Mission," focused on documenting students' experiences in service-related activities. To date, over 1,000 images have been added to the collection in JSTOR Forum.

Our positive experience with Forum has expanded our projects to include other collections and types of materials. In addition to archival photograph collections, we have also begun to use Forum as a basic institutional repository for student research.
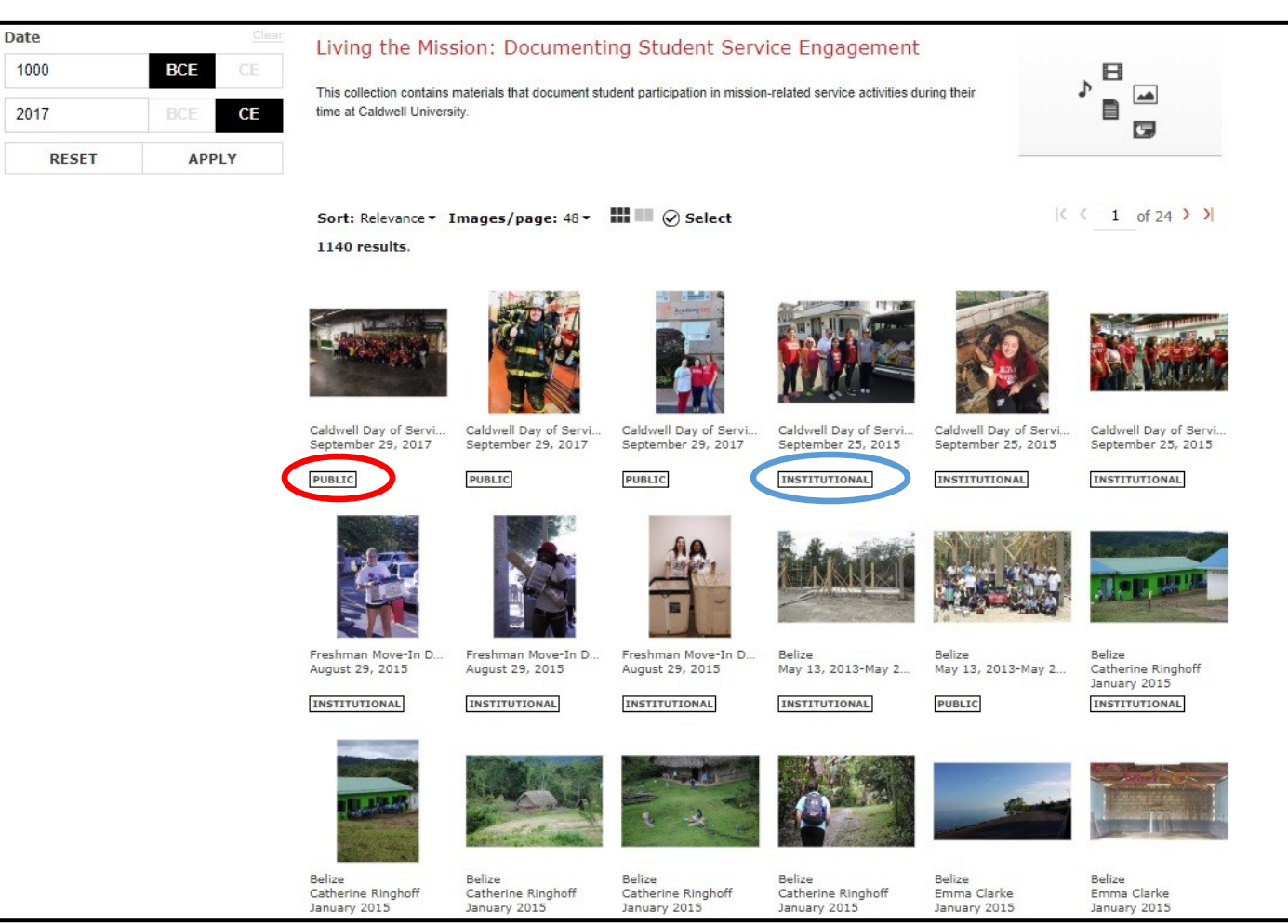

Collections in JSTOR Forum

Archival Collections
- University History
- University Governance
- Dominican Heritage
- Campus Events
- Campus Buildings & Grounds
- Caldwell University Commencement
- Living the Mission: Documenting Student Service Engagement

Student Research
- Honors Projects
- Caldwell Research and Creative Arts Day Abstracts (coming soon!)

Living the Mission: Documenting Student Service Engagement

The focus of the initial CIC grant project was to document co-curricular student learning experiences such as mission trips and other service efforts to facilitate research on how these activities contribute to student learning and engagement. Currently, over 1,000 images have been uploaded to JSTOR Forum which document the service activities of Caldwell University faculty, staff and students. The majority of these images were taken during annual mission trips to Belize, as well as other service events which include an all-day campus service day, Midnight Runs to aid the homeless in New York City, spring break trips to rebuild homes in Appalachia, and additional local volunteer opportunities.

The project aimed to create a permanent record of participation in service activities in order to address the limited documentation of student participation and preserve the content for future research. We intended to systematically collect qualitative data for archival and research purposes. Mission-related service activities had previously only been documented quantitatively and recorded information such as the number of participants, departmental affiliation, major, and class year. Photographs were generally used for marketing or social media purposes, and transfer to the Archives was inconsistent. Using Forum has improved the process of documenting and preserving the institutional record of student participation in mission-related activities.
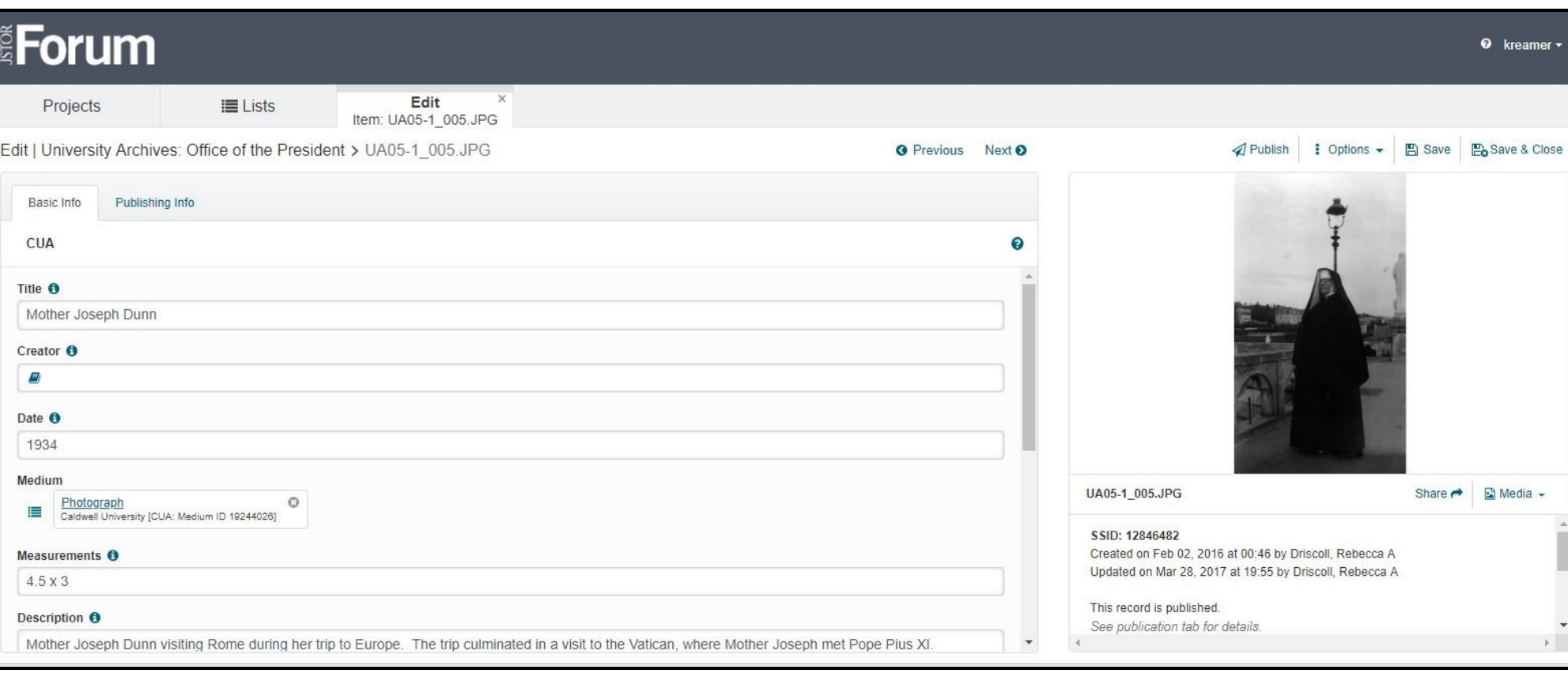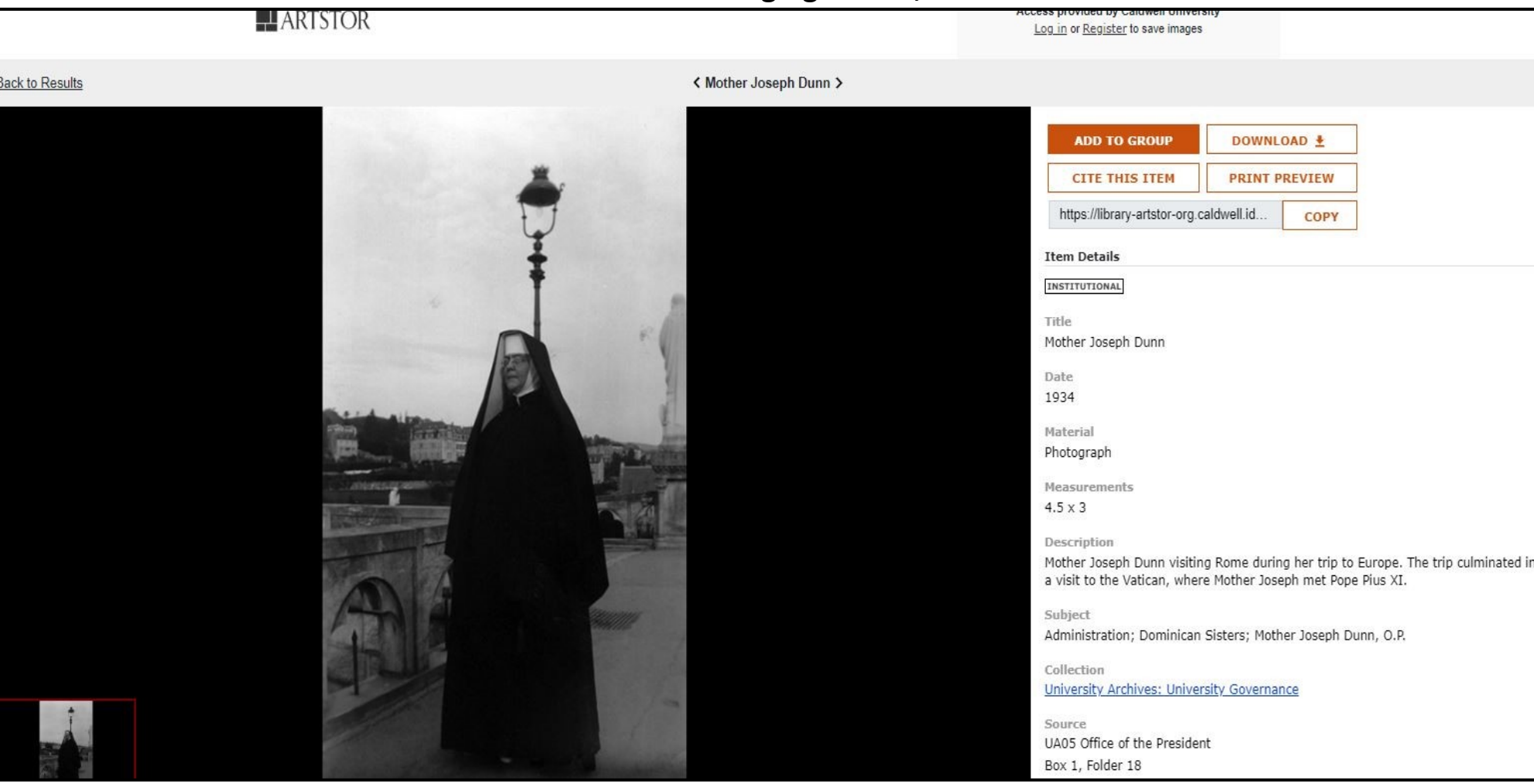
Institutional Collections

- Available only to Caldwell University students, faculty, and staff.
- Require a Caldwell University log-in to access.
- Currently, most of Caldwell's collections are institutional.

Public Collections

- Publicly available to everyone at http://library.artstor.org/.
- Subscription to Artstor or JSTOR Forum is not required.
- Currently, we only have two public collections, but we plan to make more collections public in the future.

"Living the Mission" collection view in Artstor
The level of access is indicated below the thumbnail image.

JSTOR Forum cataloging screen, item detail

Published item view in Artstor

Collecting student research

The problem:

Students are instructed by the Honors Program faculty advisor to email a clean copy of their work to the Archives so it can be added to JSTOR Forum. Although the students are willingly submitting their content to the Archives' digital collections, they could be more informed about what happens to their work once they submit it.

The solution:

An online digital collections submission form was created using **LibWizard**. This form gives the student several options regarding levels of online access (**public**, **institutional**, or **not at all**) and serves as a consent form, which was lacking in the current process. We will start using this form for Honors Projects in the Spring 2019 semester, and eventually for other student research collections such as the Caldwell Research and Creative Arts Day Abstracts.

Digital collections submission form for student research: *personal information & information about the work*

Digital collections submission form for student research: *permissions & file upload*

Future plans

Caldwell University was recently awarded a Consortium on Digital Resources for Teaching and Research Development Grant which is supported by the CIC and the Andrew W. Mellon Foundation.

The grant enables us to purchase **Omeka.net**, a web-publishing platform that allows us to create websites to display collections and build digital exhibitions.

Expanding on the "Living the Mission" Project

Over the course of the next year, we plan to use Omeka.net to expand on our initial project in JSTOR Forum, "Living the Mission." The project will use the Contribution plug-in available through Omeka to create a user-generated archive based on students' experiences in service activities. The Contributions plug-in gives users the ability to upload their content directly to the Omeka site. We will also take advantage of the cross-functionality between Forum and Omeka to create digital exhibits from our archival collections.

Kaitlin Rodio. January 2015. Belize. https://library-artstor-org.caldwell.idm.oclc.org/asset/SS36260_36260_33047576.

Catherine Ringhoff. January 2015. Belize. https://library-artstor-org.caldwell.idm.oclc.org/asset/SS36260_36260_33046782.

Examples of photographs from the "Living the Mission" collection, which were submitted by Caldwell University students who participated in the annual mission trip to Belize in 2015.

Future plans:
Creating a user-generated archive

The new CIC grant project will address some existing gaps in the "Living the Mission" project by supplementing the existing collection in JSTOR Forum with a dedicated website using Omeka.net.

Problem:

- Current workflow for collecting content relies heavily on staff time; requires archivist to seek out students, staff, and faculty based on the results of a survey regarding participants' experiences during service activities.
- Content is usually emailed to the archivist or shared via Google Drive; the process of collecting content is inconsistent.
- Staff turnover also contributed to inconsistency in the process.
- Incomplete metadata for many images.
- No user permissions/consent process.

Solution:

- Omeka's **Contribution plugin** allows users to submit content directly to a dedicated "Living the Mission" website (photos, essays, or short videos) through a web-based form.
- Shifts responsibility from the archivist to the participants.
- Controlled vocabulary plugins are also available, which will allow for consistent metadata.
- A terms of service disclaimer will also be included, requiring the user to give permission for their content to be used for institutional and research purposes, on JSTOR Forum, and so on.