

# Scholars Junction admin team

## Who & what

### DIWS and Systems

- General DSpace maintenance, upgrades, enhancements
- Maintains harvested content (OJS, etc.)
- Remediates pre-2020 content metadata according to style guide (tba)

Contact: [Julie Shedd](#), [Paul Huddleston](#)

### Scholarly Communication Coordinator

- Processes user submissions to [Scholarly Research and Data](#) and [Hosted Journals and Conference Proceedings](#) communities

Contact: [Mary Ann Jones](#)

### Digital Preservation and Access Unit

- Processes archived ETDs and other large collections

Contact: [Jennifer Ishee](#), [Emily Harrison](#)

### University Archives

- Processes user submissions to the [University Archives](#) community
- Selects collections for addition to [University Archives](#)

Contact: [Jessica Perkins Smith](#), [Vonkeishia Hyatt](#)

### Office of Thesis and Dissertation Format Review

- Processes user submissions to the [Theses and Dissertations](#) collections
- Maintains content of the [Standards and Templates for Theses and Dissertations](#) collection

Contact: [Teri Robinson](#), [Lara Threet](#)

### Metadata Librarian

- Creates and maintains metadata style guide
- Consults with members of team on IR metadata issues

Contact: [Lauren Geiger](#)

## How-to

### General information

- [Batch-uploading materials](#)
- [Editing metadata](#)
- [Metadata field reference](#)
- [Placing embargoes](#)

### Specific material types

- [Theses and Dissertations](#)