



GUIDE TO PROMOTING TRACE+SELECTEDWORKS LIAISON LIBRARIAN'S TIP SHEET

This guide is intended to help librarians promote Trace on campus and to familiarize them with basic Trace benefits and terms.

Trace is UT's digital archive that increases online distribution of UT scholarship and creative activities in an open access platform.

Trace Benefits

- Trace expands the reach of your research and promotes your scholarship online.
- The digital archive preserves your digital works.
- Trace is easy to use and provides usage metrics to track downloads.

FAQs from Faculty

- What content should I include?
Any research or scholarship activity you produced while at UT. (Ex. articles, book chapters.) See "[Trace Guidelines and Priorities](#)" for more examples.
- Are there copyright issues?
Some publishers allow authors to self-archive their works. Visit Sherpa/RoMeo to verify copyright permissions. See "[Copyright Questions Quick Guide](#)" for more information.
- What's the difference between Trace and SelectedWorks?
Trace archives UT-produced creative and scholarly activity. SelectedWorks features the individual faculty member's webpage and can include non-UT funded endeavors.
- If I post in SelectedWorks, does it go into Trace, and vice versa?
Yes, if there is a full-text document and the work originated at UT. See the "[SelectedWorks User Guide](#)" for information on importing from Trace.

FAQs from Departments

- Why use Trace in our department?
 - Preservation: Trace documents and archives your department's activity.
 - Promotion: Distribute your department's URL to potential students.
 - Metrics: Trace tracks usage statistics to demonstrate who uses your page.
- What content should we include?
Upload born-digital documents that the University Archive recommends. (Ex. Newsletters, annual reports.) See "Trace Guidelines and Priorities" for more examples.



- Trace can publish e-books and conference proceedings. Contact the Trace Administrator for more information (trace@utk.edu).

Terms Specific to the Trace platform

- **Community:** a group of series.
Several communities may be grouped hierarchically, and a manager oversees the review and posting process. (Ex. English department, Office of Research, Marco Institute)
- **SelectedWorks:** professional faculty webpages that link to Trace
- **Series:** a collection of digital materials. (Ex. President Brehm's Papers)

Get into Trace+SelectedWorks

Faculty

- 1) Set up a Trace or SelectedWorks account
- 2) Upload documents to the appropriate Trace community or to SelectedWorks page

Departments

- 1) Designate a community manager to review and post content

Resource List

- Trace User Support – <http://wp.lib.utk.edu/tracesupport/> -- a website featuring manuals and tutorials for SelectedWorks and Trace contributors, including:
 - Trace Guidelines and Priorities – a proposal sheet to help departments prioritize content to ingest - https://wp.lib.utk.edu/tracesupport/files/2012/07/wiki.Trace_Guidelines.pdf
 - SelectedWorks User Manual – <https://wp.lib.utk.edu/tracesupport/files/2012/07/Selected-Works-Manual-2012.pdf>
 - Trace User Manual– <https://wp.lib.utk.edu/tracesupport/files/2012/07/Trace-User-Manual-20121.pdf>



Contacts

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