Digital Repository Management Uncovered
Repository Scenarios
(Facilitator’s Document)

Scenario A:

**Institution:** Library at a large research-intensive university  
**Collection focus:** Research and scholarship produced at the university including small to medium sized datasets, theses and dissertations, published and unpublished content  
**Mission:** Provide open access to and preservation of the research and scholarship produced at the university  
**Access Issues:** Focus is on providing open access as much as possible, but will restrict or embargo (for limited periods) access if necessary  
**Contributors and Users:** Relies on participation by faculty and students across campus; contributions are uneven; sees wide use (downloads) of content from around the globe  
**Technical infrastructure:** Heavily customized open source software supported in the library with one programmer with minimal back-up; hardware, backup, and storage supported by campus IT  
**Metadata support:** Minimal metadata support from Technical Services; most metadata entered by producers of content.  
**Staffing support:** One scholarly communications services librarian responsible for repository as well as a range of other scholarly communications services with some uneven support from subject librarians  
**Funding model:** Established with funding from campus administration; now transitioning to support from library and central IT

Scenario B:

**Institution:** Natural history museum with scientists on staff  
**Collection focus:** Digital photographs of specimens and other content; research and scholarship produced scientists  
**Mission:** Provide wide and useful access to collections to scientists worldwide and preserve and make available research and scholarship  
**Access Issues:** Some material is sensitive due to concerns about alerting general public to information like collection sites  
**Contributors and Users:** Content is on site; relies on scientists to contribute research material; gaining wide use by scientists worldwide  
**Technical infrastructure:** Minimally customized open source software supported in the museum with one programmer with little support; minimal systems administration support for hardware, backups, storage.  
**Metadata support:** Metadata support provided by digital services staff member and curators  
**Staffing support:** One digital services staff member primarily responsible but with some support from others in the digital services team and from curators.  
**Funding model:** Mixed support model with some institutional funding and some grant funding.
Scenario C:

**Institution:** Academic library at small liberal arts college  
**Collection focus:** Research, scholarship, and course material produced at the college including undergraduate research.  
**Mission:** Provide access to and preservation of the research and scholarship produced at the college  
**Access Issues:** Focus is on providing open access as much as possible, but will restrict or embargo (for limited periods) access if necessary  
**Contributors and Users:** Relies on participation by faculty and students across campus; sees wide use (downloads) of content from around the globe  
**Technical infrastructure:** Uses a vendor supported and hosted repository software  
**Metadata support:** Strong metadata support from Technical Services  
**Staffing support:** One librarian has primary responsibility for repository but is only part of job; has good support from other subject librarians.  
**Funding model:** Joint support from central administration and library.

Scenario D:

**Institution:** Medium sized historical society and archives  
**Collection focus:** Collections of texts, newspapers, and photographs in historical society; also finding aids for collections of papers  
**Mission:** Provide access to and promote collections in historical society; preserve at-risk materials  
**Access Issues:** Some collections are under donor agreements that restrict access; some material in copyright; some in public domain  
**Contributors and Users:** Content is in house; sees wide use in local community especially, but is beginning to see wider use  
**Technical infrastructure:** Commercial software but installed in house; vendor provides basic support and training and interface customization; part time systems administrator in house provides hardware, storage, and backup support  
**Metadata support:** Metadata support provided by curators and volunteers; would like to have community members add metadata as well  
**Staffing support:** One digital services staff member primarily responsible with support from curators and volunteers  
**Funding model:** Mixed support model with some institutional funding, a small amount of grant funding, and a small revenue stream coming from use of high quality images from the repository.

Scenario E:

**Institution:** Consortium of state colleges and universities  
**Collection focus:** Digital content created or collected by members  
**Mission:** Manage, preserve, and provide access to the collections of its members  
**Access Issues:** Some material is restricted to only members of a specific institution; some is open to all; some is completely restricted and in a ‘dark’ archive
**Contributors and Users:** Each institution is responsible for collecting and ingesting content; use is widely variable but heavy overall

**Technical infrastructure:** Open source software customized and supported by a small team of technical staff at the consortium; local institutions also contribute technical expertise; similarly, systems administrators in house provide support for hardware, storage, and backup

**Metadata support:** Metadata support provided at each institution; standards development guided by consortium wide committee

**Staffing support:** A repository director coordinates with point people at each institution

**Funding model:** Mixed support model with institutional funding the consortium and grant funding.

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