Exercise 3: Building a Repository Management Team
(15 minutes)

Below are some of the characteristics that libraries (at least) tend to look for in a repository manager position. Note the mix of both technical and management skills (although this list does not include system administrator type skills).

As a table, discuss what of these skills would you look for in a repository manager or in a management team in your scenario? Are there roles that need to be filled with different people? What kind of training or development might need to happen? Are there skills that you don’t see here that you would include?

If time is available, consider what skills you might need at your own institution. How might you fill these? Are there resources outside of your immediate organization that you might call on? Can any of the roles here be outsourced?

Education
- An ALA-accredited MLS or ALA-recognized foreign equivalent
- Second master's degree or post-MLS coursework
- Minimum of a Bachelor's degree in an information technology field and two years of experience
- Master's degree in Computer Science, Library and Information Science, or related information technology field

Standards and Best Practices
- Knowledge of current metadata standards
- A strong understanding of current metadata schemas, standards, and protocols (such as Dublin Core, MODS, METS, and OAI-PMH)
- Working knowledge of current and evolving digital library standards and best practices, particularly metadata schemas and their management (Dublin Core, MODS, METS, OAI-ORE, etc.)
- Experience with review, markup and ingest of EAD Finding Aids
- Knowledge of and experience with copyright including author rights and Creative Commons.
- Working knowledge of a variety of file formats (PDF, TIFF, JPEG, etc.)
- Demonstrable knowledge of latest digital preservation standards and best practices, such as OAIS and TRAC.
- Knowledge of copyright issues

Content and Technology
- Demonstrable technology skills
- Experience with one or more digital content management systems
- Technical competency in digital content management systems

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• Knowledge or experience with one or more of the following technologies: DSpace, Fedora, XML technologies, RDF, RDMS, Dynamic HTML
• Experience with working with open source software
• Familiarity with scanning and OCR applications
• An awareness of current trends in open access and digital archiving
• Experience with implementation, management and use of an institutional repository

Workplace Experience
• Academic library experience working directly with faculty
• Minimum 2 years academic library work experience
• Willingness to work beyond the bounds of the library to support faculty and students
• Experience with campus implementation and maintenance of electronic theses and/or electronic senior projects

Project Management
• Experience managing projects and meeting deadlines
• Ability to manage technical projects, including in-house and outsourced digitization projects
• Experience with focus group evaluations, end-user usability testing, or other recognized methodology for assessing usefulness and benefit of library applications and/or services.

General Requirements
• Excellent communication skills
• Excellent oral and written communication and documentation skills
• Proven record of success working effectively as part of a collegial team and in a diverse environment
• Outreach experience and knowledge of marketing techniques
• Familiarity with the emergence of digital libraries and institutional repositories, including issues, policy matters, service models and strategies for securing appropriate content
• Teaching experience

Other Requirements