Group work

You have been invited to present your Open Access Digital Repository Project to the Deputy Vice-Chancellor of your university. You have a five-minute time slot for your presentation. Please prepare a short presentation using a Planning checklist and Resourcing repositories for sustainability (below).

The planning checklist
(adaptation from the Repository Support Project, the UK: http://www.rsp.ac.uk/)

1. What is an institutional repository and why does your organization need it? Have you outlined and documented the purpose and drivers for institutional repository establishment in your institution?
2. Have you defined your vision and initial goals?
3. Have you decided how to position your institutional repository within your wider information environment?
4. What is the target content of the repository?
5. Do you have an institution wide intellectual property rights policy? How will you deal with licensing and copyright issues?
6. Do any of your Departments already have other digital stores of publications? How will you manage duplication, transfer of resources and metadata, etc.?
7. Does your institution have an information management strategy? Is your repository part of it?
8. Have you defined roles and responsibilities for your institutional repository development?
9. What sort of statistics and management reports will you want from your institutional repository? Have you decided if and how you will collect usage and item download statistics for your repository?

Resourcing repositories for sustainability
(adaptation from the Repository Support Project, the UK: http://www.rsp.ac.uk/)

1. Have you properly and fully specified the requirements of your repository?
2. What is the anticipated growth of your repository?
3. Are you running a pilot project or a production service? If the former, who, when, if and how will it transfer to a production service?
4. Who will answer support/help desk queries relating to the repository?
5. Have you considered how your repository may grow over the next year, 3 years, 5 years, 10 years?
6. Which digital formats can the repository commit to preserve in the longer-term? Is the repository collecting author source formats? Is there a viable action plan for monitoring the formats stored in the repository and the preservation risks associated with those formats? Do you know which tools are available to do this?