

DOMAIN: Institutional Repositories

ARTICLE: “Creating an Institutional Repository: LEADIRS Workbook” by Mary Barton, MIT Libraries and Margaret Waters, Consultant, with sponsorship from The Cambridge-MIT Institute 2004/5 134-pages <http://www.dspace.org/implement/leadirs.pdf>

ABSTRACT

A valuable comprehensive, item by item, “walk-through” of the planning and development of an Institutional Repository (IR). Beginning sections of the workbook focus on the issues of service planning, staffing, marketing and the launching of the service. Subsequent chapters address the selection and operation of an IR software platform technology, policies and protocols (crafting guidelines for services, standards, and functionality), intellectual property issues (outlining the legal and regulatory environment of content and copyright licensing), and guidelines for cost modeling and budget inputs. Sample plans and workbook pages are provided to assist institutional planning and implementation. A “General Reference” heading follows each principal section and lists valuable articles, reports and website resources.

- + Early-phase planning suggests that service design is the foundation for all subsequent technology and budget choices; define precisely how the system will be utilized and what type of services will be offered. Compelling questions include: What is the service’s mission? What kind of content will be accepted? Who are the key users and stakeholders? Will free or fee-based services be provided?
- + Institutions should prefer to begin with a small, manageable service conducted alongside a targeted marketing and communication program to build awareness in the community. Pilot programs showcase a selected list of early adopters who test the software and agree to join the program from the beginning.
- + Understanding copyright issues is vital to the success of an IR project. When collecting content from scholars, the rights to distribute and preserve content must be secured and distributing that content to end users must balance the tenets of open access with copyright protection.
- + Successful IR projects establish a Policy Group to determine protocols on content submission and distribution, privacy and licensing issues; the group’s role is continuous and must review evolving issues after the system is inaugurated.