



CMU's Online Digital Object Repository: A Best Practice Guide

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What is a repository?

“An Institutional Repository is an online locus for collecting and preserving -- in digital form – the intellectual output of an institution, particularly a research institution.”

Wikipedia (2006).



Explaining What That Means

- Administrators
- Faculty
- Students
- Library Ambassadors



Funding Sources

- Institutional funding
- Grants
- Departmental funding
 - Library
 - Information technology
 - Other



Getting Started

- Research other repositories
- Develop RFP criteria
- Identify organizational partners
- Develop an implementation plan
- Keep a To Do list based on meetings and discussions
- Prepare documentation
- Identify a “Champion.”



Find Project Partners

Ours are:

- Libraries
- Information Technology
- English Department
- Geography Department
- Counseling and Special Education Department
- Health Professions
- FaCIT and the Blackboard Team

Create an Implementation Plan

Identify

- What
- Who
- How
- When





Implementation Plan Components

- Mission Statement
- Key Deliverables
- Constraints [time, budget, staffing, amount of work, equipment, faculty buy in, etc.]
- Assumptions made [time, budget, staffing, amount of work, equipment, faculty buy in, etc.]
- Risks [scope not clearly defined, insufficient staff, resources not aligned or not available, etc.]



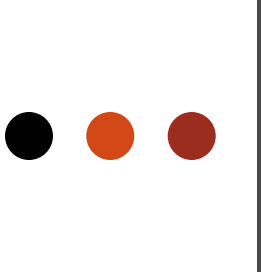
Implementation Plan Details

- Role of project manager
- Role of the team
- Detailed budget
- Project phases
- Detailed timeline [including testing]
- Marketing plan
- Licensing issues



Issues and Concerns

- Time needed to contribute objects
- Already on a personal website
- Copyright concerns
- Intellectual Property concerns
- Mixed materials
- Scholarly publication culture
- Promotion, tenure and retention criteria concerns



What Should You Put in the Repository & Why?

You need to decide on such things as:

- What can be contributed?
- Will there be an approval process? If yes, by whom & what criteria?
- How will copyright be handled?
- Formats allowed?
- Controlled vocabulary
- Number of collections and organization



Marketing

Things to Consider:

- The value to the institution
- The value to the creator/author
- Identify a “Champion”
- Solicit administration support
- Attempt to identify those who are already considering such a project.



The Future

- Community Engagement
 - Senior Administration
 - Faculty
 - Department Heads
- Library Ambassadors
- Building new partners
- Continued funding



The CMU Online Digital Object Repository

<http://repository.cmich.edu>



Questions or Comments

