PLANNING CHECKLIST

These planning checklists are offered as a series of key questions designed to 'make you think'. Please note that we have not crowded presentation by trying to offer answers to the questions, many of which may be local or specific to each institution.

Building Repositories - Before you start

- What is an institutional repository and what does it mean to you?

- Have you outlined and documented the purpose and drivers for institutional repository establishment in your institution?

- Have you defined your vision and initial goals?

- Have you decided how to position your institutional repository within your wider information environment?

- What is the target content of the repository? This could include research papers and data, electronic theses, as well as teaching and learning resources.

- Have you completed a stakeholder analysis? Stakeholders are those people with a vested interest in how the repository represents the institution, and themselves, to the world. In the case of an institutional repository, stakeholders will include senior institutional managers, departmental leaders, and those who are expected to contribute content.

- Do you have an institution wide IPR policy?

- Have you done a risk assessment?

- Considering the type of content your institutional repository will contain have you consulted your academic community to explore their current practice and method of dealing with these materials?

- Do any of your Departments already have a repository or other digital stores of publications? How will you manage duplication, transfer of resources and metadata, and, perhaps, the closure of the Departmental repository?

- Does your institution have an information management strategy?

- Have you identified and briefed your project champion - a senior member of staff who will support your institutional repository project?

- Have you established an institutionally representative working group?

- Have you identified extant skills and personnel within the institution to call upon for advice and input? And have you let them know what you are planning?

- Have you defined roles and responsibilities for your institutional repository development?

- Have you made financial arrangements to support institutional repository work in the short/medium/long term?

- What sort of statistics and management reports will you want from your institutional repository?

Building Repositories – Setting up repositories

- Have you created a requirements document that sets out the specifications you require from the chosen system?

- Have you compared repository software to find which best fulfil the requirements?

- Which repository software will best serve the identified requirements? Do you want to use open source software, free to obtain but requires local support? Or paid-for repository services hosted elsewhere? Or a mixture of local support and bought custom services as needed?

- What are the platform requirements for your chosen software? Must it run on Windows, or is a Linux server supported?

- Does the technical support team have any programming requirements? Some repository software has administrator interfaces that reduce programming requirements.

- Have you installed and configured your software?

- Have you considered how to integrate your software with other systems within the institution?

- What other systems and services might the repository be required to share information with? This is often referred to as 'interoperability'. As well as OAI, this is also likely to embrace Web services standards, including Web 2.0, digital library systems and other institutional and personal information systems.

- Have you registered your institutional repository with external services to facilitate harvesting?

- Have you decided if and how you will collect usage and item download statistics for your repository? Will you use a tool built into your chosen repository, or an external tool or repository add-on?

- Have you decided how your institutional repository users will be authenticated?

- Have you defined your metadata requirements and set up an appropriate schema?

- Have you checked your metadata meets the required standards for interoperability?

- Have you considered the workflows within your institutional repository and set up appropriate mechanisms to deal with incoming content?

- Is the repository budget sufficient to achieve the technical requirements?

Building Repositories – Policies & legal issues

- Have you defined an overall vision for your institutional repository to guide your policy framework?

- Have you developed a collection policy for your institutional repository?

- Have you defined a submission policy for your institutional repository?

- Have you defined the content types that you will be including in your institutional repository?

- Have you defined a deposit licence and policy for your institutional repository?

- Have you defined a re-use licence for your institutional repository?

- Have you considered how a preservation policy will emerge from your other policy decisions?

- Have you decided who will be responsible for checking the copyright status of items coming into the repository?

Building Repositories – Resourcing for sustainability

- Have you properly and fully specified the requirements of your repository?

- Where and who will host the repository?

- What are the pros and cons of using open source software and is it for you?

- Have you considered buying in the software and/or the support?

- What is the anticipated growth of your repository? Does your technical architecture support that growth?

- Have you considered a service level? Will the repository be available 24/7? Will the users expect it to be?

- How much do you want to customise the software - look and feel, metadata store & Web interfaces?

- 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?

- Who will answer support/help desk queries relating to the repository?

- How will you get data out of the repository when the next best thing comes along?

- Have you considered how your repository may grow over the next year, 3 years, 5 years, 10 years, and do you have sufficient storage space for such growth, or a means to acquire new storage?

- Do you have sufficient backup capability and capacity for your repository?

- Have you considered who has suitable skills to perform a repository installation?

- Have you considered who has suitable skills to perform a repository customisation (metadata, input forms, collection creation etc)?

- Have you considered who has suitable skills to perform repository look and feel customisation (graphic skills, corporate branding)?

- Do you know who has access to the systems that you might want to integrate with (for example local password and authentication systems)?

- Have you considered how you will document and store your installation and customisation details for future reference?

- Have you budgeted maintenance time for staff to maintain your repository technical infrastructure?

- Do you know who will look out for announcements of new versions to test and upgrade?

- Who will provide ongoing technical support for day to day technical issues that might arise?

- 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?

- Should the repository look to outsource preservation action services?

- Does the budget for the repository support all requirements identified for sustainability?

Expanding Content

- Have you identified existing stores of publications within your institution? Local sources of content (often in house publications are ideal) can be used to help kick start the population of your institutional repository.

- Have you identified potential early adopters, change agents and key departments to reach out to?

- Have you set up systems for obtaining statistics from your institutional repository? Statistics can be used to make a use case to encourage people to add content.

- Have you formulated an advocacy campaign?

- Have you considered running a launch event for your repository?

- Have you made sure that users of the institutional repository can tap into advice, guidance and support through multiple channels?

- Have you identified opportunities to train users in the use of the institutional repository?

- Have you taken all the available opportunities to advertise and promote the repository to your community of users?

Increasing Usage

- Have you announced the creation of your repository by registering it as a data provider?

- Have you considered using a sitemap to help search engines index the repository?

- Have you customised the robots.txt file to hide areas of your repository from search engines?

- Have you checked your OAI-PMH output? Are your metadata fields populated with the correct data?

- Have you customised the OAI-PMH Identify verb response?

- Have you thought what other services might like to access/search your repository and provided them with useful interfaces?

- Have you considered what the repository can do for its users? When you have, tell them!

- Who would like to hear about your repository? Make a list then invite them to a repository coffee morning!

- Have you considered the communication channels within the institution - Newsletters, RSS feeds, Departmental Homepages?

- Have you considered writing for a journal/professional newsletter/RSP Case Study about your experience?

- Have you considered how to add value to your institutional repository?

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