Repository Management and Collection Development
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Core Services
- Setting up procedures, policies, and guidelines for collection development
- Metadata creation and maintenance
- Training and user support
- Management of institutional repositories
- Management of digital objects
- Identifying and tracking ORC and harvesting the DSpace

Examples of institutional repositories
- Online Institutional Repository (OIR) at Oxford University
- Research Repository (ReRe) at Manchester University
- Digital Repository (DRI) at the University of Manchester
- Online Institutional Repository (OIR) at the University of Manchester
- Online Institutional Repository (OIR) at the University of Manchester

Major Steps
- Learning the process
- Planning
- Development
- Collection management
- Marketing
- Launching

Challenges
- Community buy-in
- Sustainability
- Policies
- Intellectual property rights
- Organizational development
- Co-ordination
- Metrics
- Identification of key stakeholders
• Trusted digital repository
• Metadata
• Refresh storage media
Major Steps

- Learning the process
- Develop a service plan
- Appoint team
- Needs assessment
- Technology
- Marketing
- Launching
- Running
Challenges

Community buy-in
Sustainability
Policies
Intellectual property issues
Organisational support
Cost management
Digital preservation
Identification of key stakeholders
Core Services

Setting up communities, sub-communities and collections
Metadata - consultation and creation
Training and user support
Storage space allocation
IT systems management
Document services - scanning, OCR and reformatting files
Batch import
Organising of content
Submit
Review
Edit metadata
Commit to archive
Available online
Examples of Institutional Repositories

- Unisa Institutional Repository (http://uir.unisa.ac.za)
- Dspace@MIT (http://dspace.mit.edu/)
- Bibliotheca Alexandrina (http://dar.bibalex.org/webpges/dar.jsf)

visit OpenDOAR (www.opendoar.org) for more examples
Conclusion

References

Dspace video