CREATING DIGITAL REPOSITORIES

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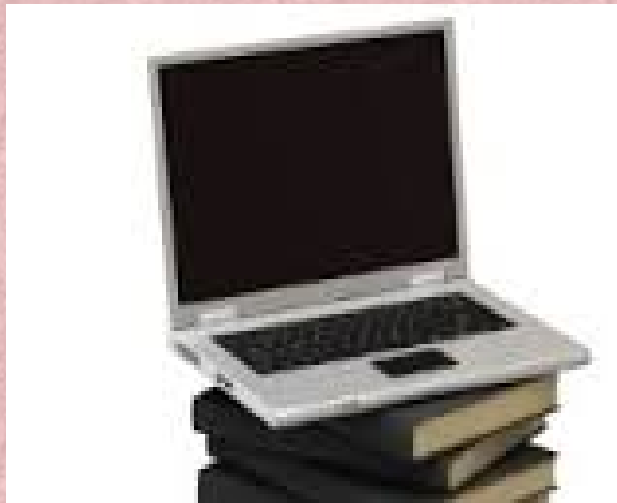
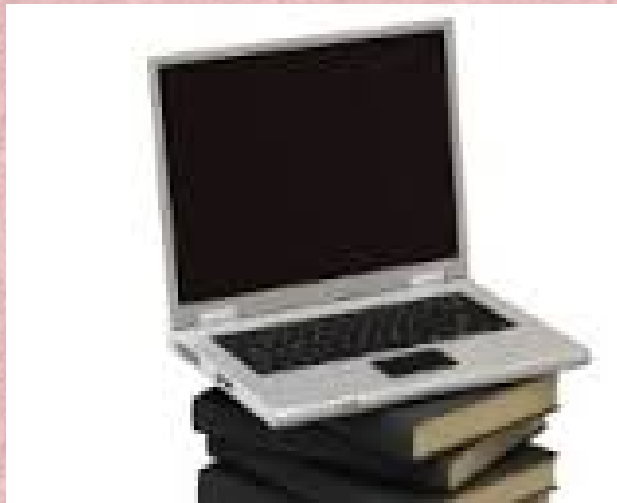


Introduction

- Digital repositories (DR) are commonly referred to as institutional repositories or digital archives.

DR offer a suitable infrastructure for:

- for storage
- management
- Preservation
- re-use and to curate digital materials



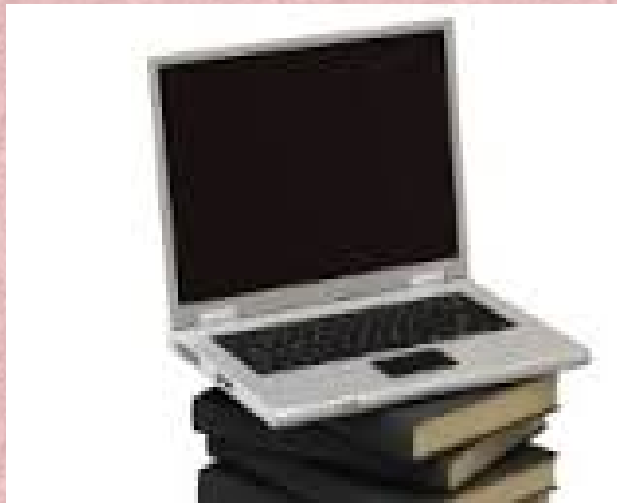
Introduction Cont'd

- main objectives for having a DR :

- to provide open access to institutional research

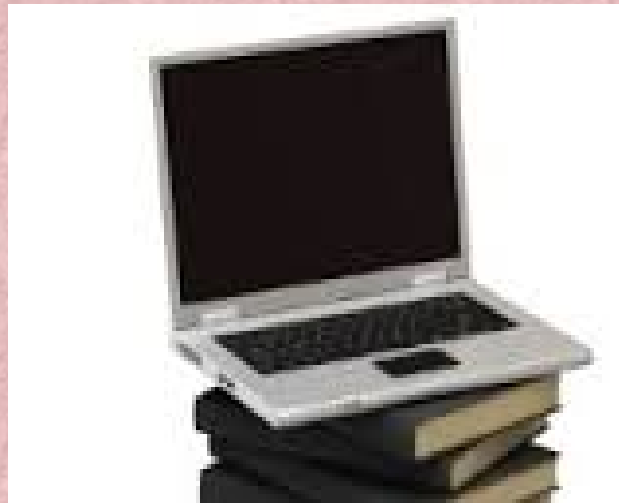
- to create global visibility for an institution's scholarly research; and

- to store and preserve institutional digital assets, including unpublished literature e.g. Hansards



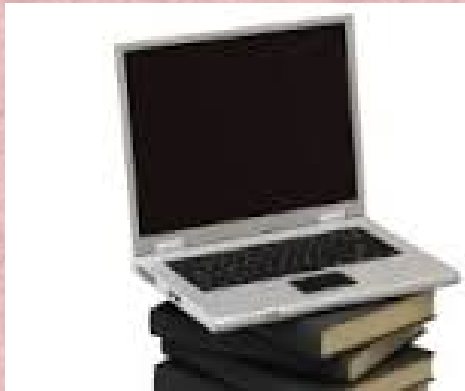
Introduction Cont'd

- DRs make searching, retrieval and processing of information easy
- Also improve facilities for information sharing and collaboration.



What is a Digital Repository?

A digital repository is an instrument for managing and storing digital content. Repositories can be subject or institutional in their focus.



When do you need a digital repository?

- When in need for more exposure to make documents accessible to many.
- Promoting universal Access.
- Easier information discovery by opening content to service providers such as Google, Google Scholar, and OCLC

When do you need a digital repository?

- When new computational research techniques are available, e.g. text mining, creation of text-data linkages, and identifying and visualizing relationships

- Continual access to DR works as they have constant URLs, meaning no dead links. Works available to whoever and whenever they are needed.

When do you need a digital repository?

- When you have a wide range of content collection such as conference proceedings, images, and sometimes research data enabling you to integrate and provide access to a wide range of materials.
- When in need of long-term preservation as long as there is ongoing maintenance and back-ups.

What to consider when building a digital repository

- Clear Purpose of the repository
- Trained staff
  - Repository Manager for the 'human' side of the DR, content policies, advocacy, user training and a liaison with a wide range of institutional departments and external contacts.
  - Repository Administrator for technical implementations, customisation and management software, metadata, quality assurance, etc.

What to consider when building a digital repository

- **Hardware/ Software infrastructure**

- Digital repository software comes with minimum requirements or specifications like storage capacity and processing speed for hardware.
- Software is based on the needs and services of the repository,'
- Always assess the available software platforms.

What to consider when building a digital repository

Software infrastructure options

- Open Source: free to download, but requires some level of expertise to implement and maintain e.g CDSware, DSpace, EPrints, Fedora, Greenstone).
- Commercial: licensed, may have optional and additional subscription or consulting fees. software vendor owns,creates and maintains the source code.

What to consider when building a digital repository

Software infrastructure options

- Service Model: software vendor owns, distributes software platform, hosts and manages data. Software vendor provides additional services at a fee, controls and updates the software source code (e.g. E-Print Services, Open Repository or be-press).

Developing repository policies

- Three policy areas to be addressed:

1. Collection – must be determined by the kind of information housed in the library.
2. Management - entails general rights, responsibilities, types of metadata to be used, and preservation activities to be undertaken.
3. Access - Privacy policies for registered users should be addressed to present a more transparent access policy to library users.

Marketing the Repository

- Populating the repository is one of the greatest challenges for repository managers and results in poor marketing.
- Have the materials and share with your users for them to benefit
- Communicate often with your users.
- Let your users know the benefits of using a DR.

What metadata fields are **important**?

- Metadata is structured information associated with an object for purposes of discovery, description, use, management, and preservation.
- Different types of metadata can be added by different people at various stages of an information object's life cycle.

What metadata fields are important?

- Three basic kinds of metadata:
- Descriptive: helps users find and distinguish objects.
- Administrative: helps collection managers keep track of objects for purposes file and rights management, and preservation.
- Structural: documents relationships within and among objects, enables users to navigate complex objects, like chapters of a book.

What metadata fields are important?

- Support of various metadata formats is important for indexing, upload of content, making it accessible and content protection.
- Some metadata element could be mandatory, recommended or optional depending on the type of document.

How to create and apply taxonomy of content.

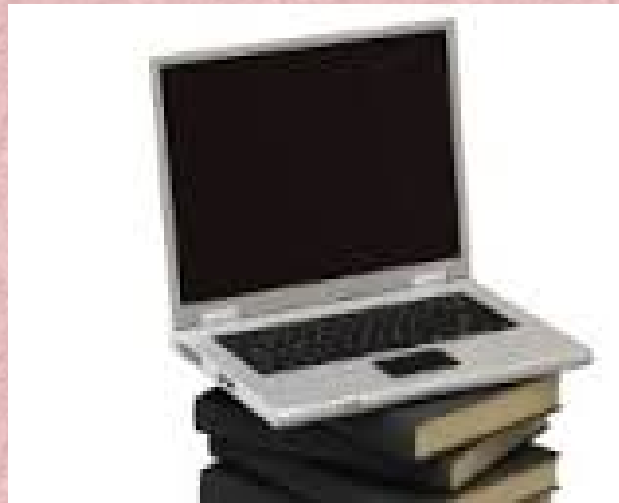
- Taxonomy - the practice of classifying content.
- used in workflow, to customize defined sections of websites to display specific content based on taxonomy terms

User interfaces for staff (data input) and Users interfaces (search and navigation)

- This category deals with the support of more languages and allows adaptation according to various needs of user and implementation.
- User Interface should be simple and straightforward.
- Interface should provide techniques to detect errors and give simple instructions that the user can understand.
- user interface should be able to support t multimedia information platform.

Conclusion

A well organized simple user interface can easily provide the information that a user wants.



Thank You!!

Zikomo