



LATIHAN E-PRINTS

KOLEJ UNIVERSITI ISLAM JOHOR SULTAN IBRAHIM

24 JUN 2024 | ISNIN | BILIK MESYUARAT EKSEKUTIF, ARAS 1
HASLINA HUSSIN | PUSTAKAWAN KANAN
UNIT REPOSITORI & DOKUMEN DIGITAL, SEKSYEN KOLEKSI KHAS & REPOSITORI
BAHAGIAN ILMU PENGETAHUAN INSTITUSI, PERPUSTAKAAN RAJA ZARITH SOFIAH
UNIVERSITI TEKNOLOGI MALAYSIA, JOHOR BAHRU, JOHOR

TENTATIF KURSUS

8.15 am

PENDAFTARAN

8.30 am

Pengenalan

- Sistem Repositori
- Matlamat penubuhan sistem repositori
- Peranan Pustakawan dalam penubuhan sistem repositori
- Cabaran penubuhan repositori
- Pembangunan sistem repositori
- Polisi repositori
- Kenapa repositori penting
- Jenis-jenis bahan
- Kejayaan dan kemampanan

10.00 – 10.30 am

MINUM PAGI

10.30 am

PERISIAN SUMBER TERBUKA EPRINTS

- Sejarah
- Ciri Eprints
- Perbandingan perisian
- Kelebihan
- Kekurangan
- Pengguna

1.00 – 2.00 pm

REHAT / SOLAT

2.00 pm

LATIHAN PENGISIAN & PENDEPOSITAN BAHAN

4.30 pm

MINUM PETANG & BERSURAI

PENGENALAN

Sistem Repositori

- Matlamat penubuhan sistem repositori
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“Digital archive of the intellectual product created by the faculty, research staff, and the students **of an institution and accessible to end users** both within and outside of the institution, with few if any barriers to access”(Crow, 2002).

Crow, R. (2002). The case for institutional repositories: A SPARC position paper. Retrieved 29 November 2008, from http://www.arl.org/sparc/bm~doc/ir_final_release_102.pdf

“A set of services that a university offers to the members of its community for the **management and dissemination of digital materials created** by the **institution and its community member**”(Lynch, 2003).

Lynch, C. A. (2003). Institutional repositories: Essential infrastructure for scholarship in the digital age [Electronic Version]. ARL: A Bimonthly Report. Retrieved 23 November 2008, from <http://www.arl.org/resources/pubs/br/br226/br226ir.shtml>

“An institutional repository consists of formally organized and managed **collections of digital content generated by faculty, staff, and students at an institution**”(Educause Evolving Technologies Committee, 2003).

Educause Evolving Technologies Committee. (2003). Institutional repositories: Enhancing teaching, learning, and research. Retrieved 25 November 2008, from <http://net.educause.edu/ir/library/pdf/DEC0303.PDF>

☐ Meningkatkan komunikasi ilmiah dengan lebih ekonomik

- Akses kepada sumber penyelidikan tidak hanya terhad kepada sumber berbayar tetapi juga sumber yang boleh diperolehi secara percuma.
- Sebagai portal yang menempatkan kandungan digital hasil penulisan, artikel jurnal, kertas kerja persidangan, dan koleksi tesis yang dihasilkan oleh para sarjana dan penyelidik universiti masing-masing

☐ Menyediakan platform dan menggalakkan akses terbuka

- Menggalakkan perkongsian ilmu secara percuma.
- Rujukan kepada sumber berbayar adalah terhad di mana hanya mereka yang mempunyai sumber kewangan dan melanggan kepada perkhidmatan berkenaan berpeluang mendapat faedah daripadanya

☐ Meningkatkan visibiliti dan prestij Universiti

- Kewujudan sesebuah institusi dapat dipertingkatkan melalui paparan hasil penyelidikan akademiknya dalam media atau platform yang mudah dicapai dan dikenalpasti.

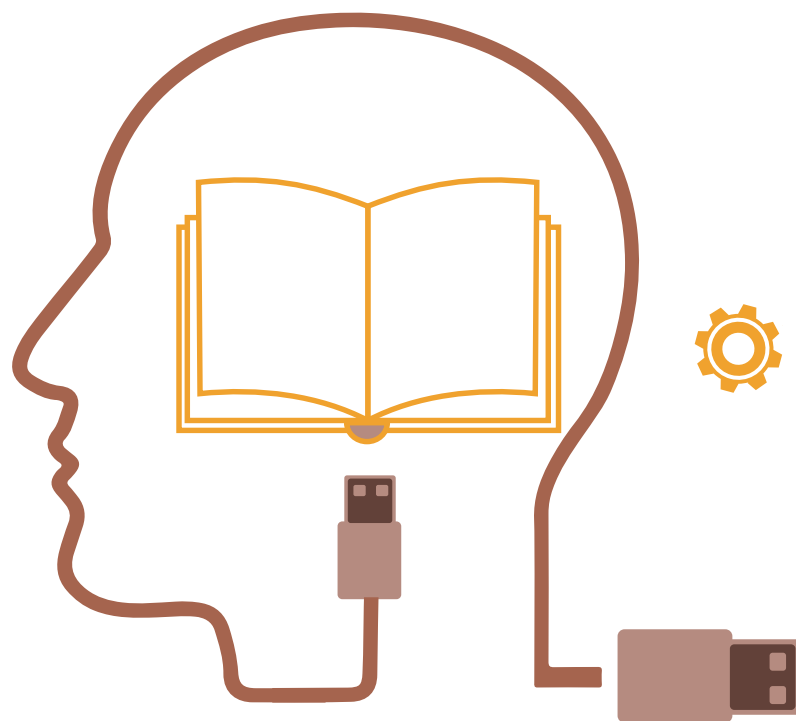
❑ Meningkatkan akses kepada penyelidikan

- Repositori institusi terutamanya yang menyediakan akses terbuka kepada koleksinya turut memberi impak ke atas penyelidikan yang dilakukan di institusi berkenaan.
- Para sarjana dari institusi lain tidak perlu menunggu artikel tersebut sehingga ia diterbitkan memandangkan ia boleh diperolehi dengan mudah, percuma dan cepat dari repositori.
- Senario ini telah dapat meningkatkan kadar petikan karya (citation rate) kepada artikel ilmiah tersebut dan secara tidak langsung membantu usaha perkembangan penyelidikan dalam bidang yang berkenaan (Lomangino, 2006).

❑ Mengurus dan memelihara harta intelek institusi

- Aktiviti pengurusan dan pemeliharaan harta intelek institusi dapat dijalankan secara berpusat dan lebih sistematik.
- Para penyelidik dan komuniti sesebuah organisasi tidak perlu bimbang mengenai penyimpanan segala maklumat dan rekod penyelidikan yang telah dihasilkan memandangkan ia telah diuruskan dan dipelihara di satu lokasi yang diperakui keselamatannya

Sutarmi Kasimun. Peranan Repositori Institusi dan Perpustakaan dalam Meningkatkan Visibiliti Penyelidikan. Kekal Abadi 28(2) 2010.



Mengenalpasti, mengesan dan mengumpul

- Mengenalpasti individu yang banyak memberi sumbangan dan menghasilkan penerbitan ilmiah sepanjang tempoh mereka berada di universiti.
- Pengesanan boleh dilakukan melalui pangkalan data berpusat atau melalui paparan di laman web yang menyenaraikan nama-nama penyelidik dan bidang kepakaran masing-masing.



Merekod dan mengindeks

- Hasil penulisan dan penyelidikan para sarjana ini perlu direkodkan secara sistematik, dengan standard dan spesifikasi tertentu agar ianya dapat dikumpul dan disusun sebegitu rupa bagi memudahkan urusan pengesanan (traceability).
- Penyusunan rekod dan maklumat bibliografik sesuatu bahan melalui aktiviti pengkatalogan dan pengindeksan, manakala bagi bahan dalam format digital, metadata berfungsi sebagai alat yang boleh mendeskripsikan bahan berkenaan, seterusnya membolehkan ianya dikesan oleh enjin carian (search engine) apabila pencarian dibuat melalui internet.
- Pengindeksan dan pemberian metadata juga perlu mengikut standard antarabangsa bagi membolehkan pertukaran data dan capaian kandungan repository diperluaskan ke peringkat global.



Menyimpan dan memelihara

- Lokasi simpanan dan storan kandungan digital perlu diberi perhatian bagi memastikan ia ditempatkan di lokasi yang sesuai dan selamat serta tidak mudah dicerobohi.
- Pihak perpustakaan perlu membuat pelan tindakan kecemasan menghadapi bencana (disaster recovery planning) bagi memastikan keselamatan repositori dan capaian kepadanya tidak terganggu.



Menyediakan platform dan mengadakan latihan

- Terdapat pelbagai platform dan perisian berada di pasaran, sama ada secara percuma dan perlu mendaftar keahlian atau secara berbayar, antaranya *DSpace*, *Eprints*, *Fedora*, *Greenstone*.
- Walau bagaimanapun, perpustakaan perlu bijak dalam mengenalpasti dan memilih perisian dan platform yang sesuai, seiring dengan keperluan dan perkembangan teknologi semasa. Perkara ini perlu diberi perhatian serius agar di masa hadapan, segala aspek teknikal ini tidak menjadi halangan kepada akses repositori. Sekiranya gangguan akses berlaku, institusi akan menerima kesan negatif terutamanya dari para pengguna yang sering menjadikan kandungan repository sebagai tempat rujukan dan dari para penyumbang kandungan.
- Staf yang mengendalikan repositori perlu diberi bimbingan dan latihan dari semasa ke semasa bukan sahaja dalam bidang teknikal yang berkaitan dengan perisian dan perkakasan tetapi juga staf yang menguruskan aktiviti pengimbasan, penyediaan maklumat bibliografik dan metadata termasuk para penyelidik dan sarjana yang terlibat dengan self-archiving.



Menggalakkan akses terbuka dan menimbulkan kesedaran perkongsian sumber maklumat

- Perpustakaan perlu meningkatkan kerjasama dengan pihak universiti dan fakulti bagi meyakinkan para sarjana mengenai faedah yang diperolehi melalui konsep akses terbuka dan perkongsian sumber ilmu yang banyak menyumbang kepada peningkatan impak ke atas penyelidikan.
- Perkongsian ini juga dapat mengurangkan beban kewangan perpustakaan di mana bahan rujukan tidak bergantung sepenuhnya kepada koleksi berbayar dan sumber kewangan sedia ada boleh digunakan untuk lain-lain perkara yang dapat menyumbang kepada kemajuan universiti.



Mengadakan promosi

- Perpustakaan juga perlu mengenalpasti aktiviti promosi yang boleh dilakukan bagi meningkatkan visibiliti bukan sahaja perkhidmatan yang ditawarkan tetapi juga yang berkaitan dengan koleksinya termasuk yang dimuatkan dalam repositori.
- Tunjuk ajar dan latihan mengenai repositori kepada komuniti universiti dan pengguna perpustakaan dapat mendidik dan memberi kesedaran akan kewujudan sumber ini dan secara tidak langsung mereka juga digalakkan sebagai penyumbang kepada repositori di institusi sendiri.

Sutarmi Kasimun. Peranan Repositori Institusi dan Perpustakaan dalam Meningkatkan Visibiliti Penyelidikan. Kekal Abadi 28(2) 2010.

HAK CIPTA

- Isu global dan perlu diberi perhatian dan diatasi serta diperjelaskan terlebih dahulu sebelum sesuatu kandungan digital boleh dimuatkan dalam repositori.
- Sebahagian penerbit memberikan sepenuh kebebasan kepada penulis artikel, ada juga yang mengenakan syarat seperti embargo untuk satu tempoh masa tertentu, dan sebagainya.
- **SHERPA** (*Securing a Hybrid Environment for Research Preservation and Access*) telah memperkenalkan **RoMEO** (*Rights Metadata for Open Archiving*), ("*SHERPA RoMEO: publisher copyright policies & selfarchiving*," 2006) iaitu laman sesawang yang membolehkan penulis menyemak status hak cipta karya mereka yang telah diterbitkan

KUALITI

- Standard perlu disediakan bagi memastikan keseragaman, kebolehcapaian dan persediaan bagi pertukaran dan pemindahan data sekiranya ada keperluan. Dengan adanya keseragaman format dan penyusunan, urusan pengesanan dan akses akan menjadi lebih mudah.
- Kualiti pengimbasan imej dan kandungan digital juga memerlukan semakan dan kawalan kualiti tertentu agar hasil yang dipaparkan dalam repositori memenuhi keperluan dan kehendak pengguna.
- Aktiviti pemantauan, penyelenggaraan dan pengemaskinian secara berterusan perlu dilakukan bagi memastikan kandungan repository sentiasa relevan dan up-to-date dengan perkembangan isu semasa dan teknologi terkini agar ia dapat terus berfungsi sebagai sumber ilmu dan rujukan yang unggul di peringkat nasional dan antarabangsa.

TEKNOLOGI

- Pemantauan perkembangan terkini dalam aspek teknikal mengenai perisian dan perkakasan yang digunakan perlu diberi perhatian.
- Bagi menangani masalah ini, khidmat kepakaran dan sokongan padu dari mereka yang arif tentang teknologi maklumat amat diperlukan bagi memastikan kesinambungan kemudahan dan perkhidmatan repositori tidak terganggu

PERSEPSI

- Persepsi para penyelidik dan sarjana perlu diubah terutamanya mengenai konsep perkongsian ilmu.
- Segala penemuan dan pembaharuan yang dihasilkan tidak akan memberi makna dan faedah serta dikembangkan sekiranya tidak dikongsi dengan yang lain.
- Para penyelidik juga perlu bersedia menyerahkan semua hasil penemuan dan penulisan mereka untuk disimpan dan ditempatkan dalam pangkalan data berpusat untuk tujuan pemeliharaan dan pemuliharaan sekiranya perlu.

DUPLIKASI

- Dalam sesebuah institusi, repositori berpusat dan lengkap adalah menjadi keutamaan.
- Pengguna akan lebih selesa sekiranya mereka hanya perlu login ke dalam satu repositori, dan kemudiannya memilih topik, subjek atau komuniti yang disediakan di dalam repositori berkenaan.
- Kehadiran beberapa repositori dari satu institusi hanya akan menimbulkan kekeliruan kepada pengguna, membazirkan tenaga kerja di institusi itu sendiri dan mempamerkan ketidaksepakatan warga institusi.

PEMBIAYAAN

- Perolehan dan penyelenggaraan infrastruktur, kos penyelenggaraan pangkalan data, sumber manusia dan lain-lain kos perlu diambilkira untuk jangka masa panjang kerana dikhuatiri perkakasan yang digunakan tidak mampu menampung data dan kandungan sedia ada atau tidak lagi sesuai dengan teknologi semasa.
- Pihak perpustakaan perlu sentiasa bersedia dengan perubahan ini dan mengambil langkah proaktif dengan mengenalpasti sumber pembiayaan di masa hadapan.

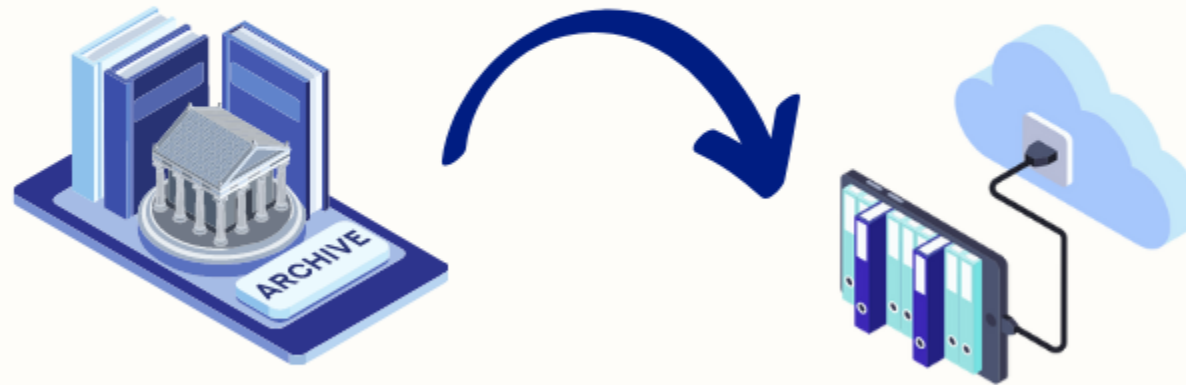
Sutarmi Kasimun. Peranan Repositori Institusi dan Perpustakaan dalam Meningkatkan Visibiliti Penyelidikan. Kekal Abadi 28(2) 2010.

Features	Institutional Repository	Digital Library
Content Management	Can be deposited by both user and system administrator.	Librarian will collect the content and deposit it on behalf of the user.
User Involvement	User can actively involve in managing the academic content and share it to others.	User act as passive reader and have no ability to manage the content
Collaborative Content	Allow collaboration between users – for e.g. reviewing pre-print academic articles	Does not allow users' collaboration
Types of resources	Academic and scholarly resources.	Can be academic and non-academic content. Support community based content such as old manuscript.

Sumber

: Institutional Repositories : Review and Knowledge Management Perspective. [M. Ismail](#), [M. Yaacob](#), [S. A. Kareem](#). Published 2008. Computer Science
<https://www.semanticscholar.org/paper/Institutional-Repositories-%3A-Review-and-Knowledge-Ismail-Yaacob/aa9dabc629b5acc87d550f8961fdde60bc51708e#extracted>

How to Set Up an Institutional Repository



Setting up an institutional repository is a 7-step process. Here's a brief overview of the steps involved.

Sumber : **Steps Involved in Building an Institutional Repository — Infographic** by [Sucheth](#) Nov 2, 2021. SCISPACE. <https://typeset.io/resources/7-steps-for-building-an-institutional-repository-infographic/>

Institutional Repository Policy



CHECKLIST

IMPORTANT

- ☐ What type of content can be deposited?
- ☐ The standard format for different types of content
- ☐ The formatting guidelines that ought to be followed by contributors
- ☐ Maximum storage space allocated to each contributor

BASICS

- ☐ What is the name of the repository?
- ☐ Who is eligible to deposit, and what can they deposit?
- ☐ What happens when a faculty member leaves?
- ☐ How often should the content be refreshed?

ADVANCED

- ☐ Who is responsible for copyright vetting?
- ☐ How to handle grey literature and other unpublished materials?
- ☐ What is the procedure for withdrawing or removing a paper from the repository?
- ☐ How to digitize documents that are only available in print?

MISC.

- ☐ The access levels — Who can read what? What can be repurposed?
- ☐ The structure and hierarchy in which documents are stored and presented
- ☐ What metadata should be submitted along with the resource?
- ☐ The metadata convention that needs to be followed

STEPS TO DEVELOP AN INSTITUTIONAL REPOSITORY POLICY

1. Understand the Purpose and Scope:

- Define the main objectives of the repository.
- Determine the types of content it will hold (e.g., theses, dissertations, research papers, datasets).

2. Stakeholder Engagement:

- Identify and consult with key stakeholders (faculty, librarians, IT staff, administration).
- Gather input on their needs and concerns regarding the repository.

3. Policy Components:

3.1 Content Types and Submission:

- Define what types of materials are acceptable.
- Establish guidelines for submission (who can submit, how to submit).

3.2 Metadata Standards:

- Set standards for metadata to ensure consistency and discoverability.

3.3 Access and Usage Rights:

- Determine the levels of access (open access, restricted access, embargoes).
- Outline usage rights and licensing (e.g., Creative Commons).

3.4 Preservation and Archiving:

- Specify how long items will be preserved and the procedures for digital preservation.

3.5 Copyright and Intellectual Property:

- Address copyright issues and ensure compliance with legal standards.
- Provide guidance on handling third-party content and author rights.

3.6 Review and Withdrawal:

- Establish procedures for periodic review of content.
- Define conditions and processes for withdrawing content from the repository.

4. Technical Infrastructure:

- Ensure the repository platform supports the required functionalities.
- Plan for technical support and maintenance.

5. Legal and Ethical Considerations:

- Ensure compliance with relevant laws and regulations (e.g., data protection, copyright).
- Address ethical considerations in content handling and user privacy.

6. Implementation and Training:

- Develop an implementation plan with clear timelines and responsibilities.
- Provide training for staff and users on how to use and contribute to the repository.

7. Monitoring and Evaluation:

- Establish metrics to evaluate the repository's performance.
- Set up a process for regular policy review and updates based on feedback and technological advancements.

Example Structure of an Institutional Repository Policy

1. Introduction

Purpose of the policy
Overview of the repository

2. Governance

Roles and responsibilities of repository management

3. Content Policy

Types of content accepted
Submission guidelines

4. Metadata and Data Management

Metadata standards
Data management practices

5. Access Policy

Access levels
Usage rights and licensing

6. Preservation Policy

Digital preservation strategies
Retention periods

7. Copyright and Legal Issues

Copyright guidelines
Handling of third-party content

8. Review and Withdrawal Policy

Procedures for content review
Conditions for withdrawal of content

9. Implementation and Training

Training programs
Support services

10. Monitoring and Evaluation

Performance metrics
Review process

Resources and References :

To help you get started, here are some resources and examples from other institutions:

- **SPARC (Scholarly Publishing and Academic Resources Coalition)**: Offers guidance and resources for institutional repository policies.
- **Digital Curation Centre (DCC)**: Provides templates and examples for data management and repository policies.
- **ARL (Association of Research Libraries)**: Repository toolkit and best practices.

You can also look at the repository policies of other institutions as examples, such as:

- [Harvard University](#)
- MIT
- University of California

Institutional repositories (IRs) are essential components of modern academic and research institutions. They serve multiple purposes and offer various benefits that contribute to the institution's mission and goals. Here are some key reasons why institutional repositories are important:

1. Preservation of Institutional Knowledge

- **Long-term Access:** IRs ensure the long-term preservation of the institution's intellectual output, including theses, dissertations, research papers, and other scholarly works.
- **Digital Preservation:** They provide a secure and stable environment for digital preservation, protecting content from loss or degradation over time.

2. Increased Visibility and Impact

- **Enhanced Discoverability:** By making research outputs available online, IRs increase the visibility and accessibility of the institution's work, both locally and globally.
- **Citation Impact:** Increased accessibility often leads to higher citation rates, thereby enhancing the impact and recognition of the institution's research.

3. Support for Open Access

- **Open Access Mandates:** IRs help institutions comply with open access mandates from funding bodies and governments by providing a platform for freely accessible research outputs.
- **Democratization of Knowledge:** They contribute to the democratization of knowledge by making scholarly works available to a broader audience, including those who may not have access to subscription-based journals.

4. Showcasing Institutional Achievements

- **Institutional Showcase:** IRs serve as a showcase for the institution's research, teaching, and creative achievements, highlighting the work of faculty, students, and staff.
- **Marketing and Recruitment:** They can be used as marketing tools to attract prospective students, faculty, and research collaborators by demonstrating the institution's research strengths and contributions.

5. Facilitation of Collaboration and Interdisciplinary Research

- **Research Networking:** By making research outputs easily accessible, IRs facilitate collaboration among researchers within the institution and with external partners.
- **Interdisciplinary Access:** They provide a platform for accessing research across different disciplines, fostering interdisciplinary research and innovation.

6. Compliance and Reporting

- **Research Assessment:** IRs assist in the collection and reporting of research outputs for institutional assessment, funding applications, and accreditation purposes.
- **Policy Compliance:** They help ensure compliance with institutional policies, such as those related to research data management and open access.

7. Cost Savings

- **Reduction in Publication Costs:** By promoting open access, IRs can reduce the costs associated with traditional subscription-based publishing models.
- **Efficient Resource Management:** They offer a centralized system for managing and disseminating digital resources, leading to more efficient use of library and administrative resources.

8. Educational Benefits

- **Student Learning and Research:** IRs provide students with access to high-quality research materials, supporting their learning and research activities.
- **Thesis and Dissertation Repository:** They offer a platform for storing and accessing theses and dissertations, which can serve as valuable resources for current and future students.

9. Community Engagement and Outreach

- **Public Engagement:** IRs enable institutions to engage with the wider community by sharing research that addresses local and global challenges.
- **Knowledge Transfer:** They facilitate the transfer of knowledge to the public, industry, and other stakeholders, supporting community development and innovation.

Examples of Institutional Repository Impact

- **University of Cambridge:** The Apollo repository has significantly increased the visibility and citation rates of the university's research outputs.
- **MIT:** DSpace@MIT provides open access to MIT's research, contributing to the global reach and impact of the institution's scholarly work.

Institutional repositories are vital for preserving the intellectual heritage of institutions, enhancing the visibility and impact of their research, and supporting the principles of open access and knowledge sharing. They play a critical role in the modern academic landscape by facilitating access to information, fostering collaboration, and ensuring the long-term preservation of scholarly outputs.

Institutional repositories (IRs) can accommodate a diverse range of items that reflect the intellectual and creative output of an institution. Here are some common types of items suitable for inclusion in an IR:

1. Scholarly Articles

- **Preprints:** Manuscripts before peer review.
- **Postprints:** Final peer-reviewed manuscripts, sometimes called accepted manuscripts.
- **Published Versions:** Publisher's final formatted version, if allowed by copyright agreements.

2. Theses and Dissertations

- **Doctoral Dissertations:** Completed as part of a PhD program.
- **Master's Theses:** Completed as part of a master's degree program.
- **Undergraduate Theses:** High-quality undergraduate research projects.

3. Conference Papers and Presentations

- **Conference Papers:** Papers presented at academic and professional conferences.
- **Presentations:** Slide decks, posters, and other presentation materials from conferences.

4. Research Data

- **Datasets:** Raw and processed data from research projects.
- **Data Management Plans (DMPs):** Documents outlining how data will be managed and shared.

6. Working Papers

- **Working Papers:** Early versions of academic papers shared for feedback before formal publication.

7. Books and Book Chapters

- **Monographs:** Scholarly books written by faculty and researchers.
- **Book Chapters:** Individual chapters from edited volumes.

8. Multimedia

- **Images:** Photographs, diagrams, and other visual materials.
- **Audio:** Podcasts, interviews, and other audio recordings.
- **Video:** Lectures, seminars, and other academic video content.

9. Learning Objects

- **Lecture Notes:** Detailed notes and handouts used in lectures.
- **Syllabi:** Course outlines and syllabi.
- **Assignments and Exams:** Sample assignments and exam questions.

10. Creative Works

- **Artwork:** Digital reproductions of visual art.
- **Performances:** Recordings of music, theater, and dance performances.
- **Literary Works:** Poems, stories, and other literary compositions.

11. Administrative and Historical Documents

- **Institutional Histories:** Documents chronicling the history of the institution.
- **Administrative Records:** Documents related to the governance and administration of the institution.

12. Electronic Theses and Dissertations (ETDs)

- **ETDs:** Digitally formatted theses and dissertations.

13. Patents and Inventions

- **Patent Documents:** Official patent filings and related documentation.
- **Invention Disclosures:** Descriptions of new inventions and discoveries.

14. Faculty Profiles and Research Interests

- **CVs and Biographies:** Faculty curriculum vitae and biographical sketches.
- **Research Interests:** Descriptions of faculty research areas and projects.

15. Newsletters and Bulletins

- **Newsletters:** Periodic publications about institutional activities and achievements.
- **Bulletins:** Updates on specific research projects or centers.

16. Policy Documents

- **Institutional Policies:** Guidelines and policies related to research, teaching, and administration.
- **Compliance Documents:** Documents related to regulatory and ethical compliance.

Benefits of Including Diverse Item Types in IRs

- **Comprehensive Coverage:** Reflects the full range of institutional output and achievements.
- **Increased Engagement:** Attracts a wider audience, including researchers, students, and the general public.
- **Enhanced Discoverability:** Provides more opportunities for content discovery through search engines and academic networks.

By including a wide variety of item types, institutional repositories can serve as rich, multifaceted resources that support the institution's mission of knowledge dissemination, preservation, and outreach.

Developing an institutional repository (IR) requires careful planning and consideration of various factors to ensure its success and sustainability. Here are some key considerations that should be taken into account:

1. Stakeholder Engagement and Support

- **Identify Stakeholders:** Determine who will be involved and affected, such as faculty, researchers, librarians, IT staff, and administrators.
- **Gather Support:** Secure buy-in from key stakeholders and institutional leadership to ensure adequate support and resources.

2. Purpose and Goals

- **Define Objectives:** Clearly articulate the goals of the IR, such as preservation, dissemination, compliance with open access mandates, or showcasing institutional output.
- **Scope:** Decide on the types of content to be included and the disciplines to be covered.

3. Content Policy

- **Types of Content:** Determine which types of materials will be accepted (e.g., articles, theses, datasets, multimedia).
- **Submission Guidelines:** Establish who can submit content and what the submission process will involve.

4. Metadata Standards

- **Consistency:** Choose metadata standards that ensure consistency and improve discoverability.
- **Interoperability:** Ensure metadata can be easily shared and integrated with other systems and repositories.

5. Access and Usage Rights

- **Open Access:** Decide the extent to which content will be openly accessible.
- **Licensing:** Address copyright and licensing issues, including the use of Creative Commons licenses.
- **Embargoes:** Establish policies for embargo periods if needed.

6. Technical Infrastructure

- **Platform Selection:** Choose an appropriate repository platform (e.g., DSpace, EPrints, Fedora).
- **Scalability and Flexibility:** Ensure the platform can scale with increasing content and evolving needs.
- **Integration:** Plan for integration with other institutional systems (e.g., library catalog, research management systems).

7. Preservation and Sustainability

- **Digital Preservation:** Develop a digital preservation strategy to ensure long-term access and usability of content.
- **Funding and Resources:** Secure funding and resources for ongoing maintenance, staffing, and technological upgrades.

8. Legal and Ethical Considerations

- **Copyright Compliance:** Ensure compliance with copyright laws and address issues related to intellectual property.
- **Privacy and Confidentiality:** Protect sensitive information and ensure compliance with data protection regulations.

9. Policies and Procedures

- **Content Management:** Develop clear policies and procedures for content submission, review, and curation.
- **Withdrawal and Retention:** Establish guidelines for the withdrawal of content and retention periods.
- **Support Services:** Set up support services to assist with technical issues, metadata creation, and content submission.

10. Training and Support

- **User Training:** Provide training for contributors and users on how to use the IR effectively.

11. Marketing and Outreach

- **Promotion:** Develop strategies to promote the IR within the institution and to external audiences.
- **Engagement:** Engage with the academic community to encourage contributions and usage.

12. Monitoring and Evaluation

- **Performance Metrics:** Establish metrics to assess the performance and impact of the IR.
- **Feedback Mechanisms:** Implement mechanisms for collecting feedback from users and contributors.
- **Regular Reviews:** Conduct regular reviews of policies, procedures, and technological infrastructure to ensure continuous improvement.

13. Ethical Considerations

- **Inclusivity and Accessibility:** Ensure the IR is inclusive and accessible to all potential users.
- **Ethical Use:** Promote ethical use of the repository and its contents.

Example IR Platforms

- **DSpace:** Widely used open-source platform known for its flexibility and scalability.
- **EPrints:** Another open-source platform that is user-friendly and customizable.
- **Fedora:** Offers robust digital preservation features and flexibility for complex digital objects.

Conclusion

- By carefully considering these factors, institutions can develop a robust and effective institutional repository that meets the needs of their community, enhances the visibility and impact of their research, and ensures the long-term preservation of their scholarly output.

**REHAT
MINUM PAGI**

10.00 – 10.30 am

