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Marshall University Institutional Repository Proposal

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Jingping Zhang, Edward Aractingi, Gretchen Rae Beach, Nathaniel DeBruin, Paula Kaplan, and Thomas Walker

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Marshall University Institutional Repository Proposal
Prepared by the Marshall University Ad Hoc Committee on Institutional Repositories
May 17, 2011
Marshall University Institutional Repository Proposal

TO: Dr. Jan Fox, Senior Vice President for Information Technology/CIO

FROM: The Marshall University Ad Hoc Committee on Institutional Repositories

DATE: May 17, 2011

SUBJECT: To Initiate a Digital Institutional Repository at Marshall University

EXECUTIVE SUMMARY

The purpose of this proposal is to identify the need for establishing an Institutional Repository at Marshall University to facilitate the collection, preservation, and dissemination of the intellectual output of the students, faculty, and administrative offices of the University.

Institutional Repositories (IRs) provide a digital ‘storehouse’ for academic institutions to house a wide variety of scholarly material created by students, faculty, and administrators. They also provide a readily accessible depository for selected archival material, video and still images, current news and events, procedural and policy guidelines, and other information that benefits the university community and other users, including the public. The IR platform is customizable to meet the needs of the institution and provides methods to limit access to selected materials, safeguarding the stored intellectual property. Digital open access to huge amounts of material, branded to the particular institution, has the potential to reach scholarly audiences worldwide.

The Ad Hoc Committee on Institutional Repositories has done extensive research to identify how other institutions are using IRs to publish, promote, and provide access to their intellectual property. The Committee has also identified a wide range of materials that are currently produced by Marshall University that could quickly and relatively easily be used to populate an IR. A suitable software platform, Digital Commons, has been identified that will provide the necessary interface to create and maintain the IR.

The Committee recommends that Marshall University fund a two-year pilot program to initiate a contract with Digital Commons and create a digital Institutional Repository. The Committee additionally recommends the formation of a formal campus-wide Institutional Repository Committee comprised of faculty, students, and administrators that will develop a list of content to be posted to the IR, oversee the creation of guidelines and policies for contributions to the IR, and provide a final recommendation at the end of the pilot program on the continued efficacy of the IR.
Marshall University Institutional Repository Proposal

Table of Contents

Justification

Objectives of an Institutional Repository (IR)

Background

Necessity of an Institutional Repository

A. National and International Trends
B. IR of Peers and WVU
C. Status of MU

Proposed Content for the MU IR

1. Marshall University Archives/University Documents
2. Faculty Research Output
3. Theses and Dissertations
4. MU Faculty Achievement Database
5. Student Works
6. University Printing Office
7. Marshall University Audio and Video
8. MU Photos
9. MU Newspapers and Newsletters
10. MU Events
11. MU Libraries Special Collections
12. MU Libraries Manuscript Collections
13. Wimba Archives

Benefits to Marshall University

A. The Marshall University Mission
B. Search Engine Optimization
C. Access with Other IRs
D. Access Controls

Proposal

A. Budget
B. Staff
C. Proposed Timeline

- Phase 1
- Phase 2
- Phase 3
- Phase 4

Conclusion

APPENDIX I: Samples of Institutional Repositories

1. Yale University Manuscripts & Archives Digital Images Database (combined image)
2. William & Mary Law School Scholarship Repository (combined image)
3. University of Georgia Law Commencement (combined Image)
4. Digital Commons Institutional Repositories
   - University of California eScholarship
   - Boise State University Main Page
   - Western Kentucky University Main Page
   - William & Mary Law School
   - University of Iowa Research Online
   - Utah State University Institutional Repositories Day
   - Macalester College Library Technology Conference
5. Other Institutional Repositories
   - Duke University – Carlyle Letter Online: A Victorian Cultural Reference
   - Duke University -- MEDSpace
   - Virginia Tech – Computer Science @ Virginia Tech
   - Ohio State University – Knowledge Bank

APPENDIX II: Example of Institutional Repository System Features and Cost: Digital Commons
Marshall University Libraries Institutional Repository Proposal

Committee Members

- Jingping Zhang (chair), University Librarian/Director of Libraries Operations
- Edward Aractingi, Assistant Director of IT Infrastructure Systems
- Gretchen Rae Beach, Catalog & Digital Services Librarian/Associate Professor
- Nathaniel DeBruin, University Archivist and Manuscripts Librarian/Associate Professor
- Paula Kaplan, Online Instructional Design Specialist
- Thomas Walker, Music & Digital Services Librarian/Assistant Professor

Justification

- An institutional repository will establish the university’s research distribution strategy.
- An Institutional repository will enable the Academic Affairs Office of the Provost to better serve the university’s mission.

Objectives of an Institutional Repository (IR)

- Create global visibility for an institution's scholarly research.
- Collect content in a single location.
- Provide open access to institutional research output by self-archiving it.
- Store and preserve other institutional digital assets, including unpublished or otherwise easily lost (“grey”) literature (e.g., theses or technical reports).

Background

An Institutional Repository (IR) is a digital collection that captures and preserves the intellectual output of the university community. An IR responds to two strategic issues facing academic institutions: provide a central component in reforming scholarly communication by stimulating innovation in a disaggregated publishing structure; and serve as tangible indicators of an institution’s quality, thus increasing its visibility, prestige, and public value. In other words an IR collects, maintains, preserves, records, and provides access to the scholarly and intellectual output of the university and makes it available to the people of the world.

There is a growing trend toward creation of institutional repositories, primarily through libraries and Academic Affairs/Provost-driven initiatives, spurred by the recognition that repositories serve two valuable roles. First, an IR is critical to establishing the university’s research distribution strategy. Second, it enables the Academic Affairs Office of the Provost to better serve the university’s mission.

One of the best reasons for Institutional Repositories is to provide faster, more reliable access to the university's intellectual and scholarly output. Work already published in hard copy can often be
included in an IR by agreement with the original publisher, making the work more accessible to wider audiences. Authors and researchers can also choose to make their recent and current work available in an IR more quickly than through a traditional print publishing process, yet access to the full content can be restricted, if desired. Digital Commons, for example, also includes peer-review tools of such quality that they are currently used by more than 100 peer-reviewed journals. In fact, journal articles are the most prevalent type of document in most Institutional Repositories. See Fig. 1

<table>
<thead>
<tr>
<th>Content Types in OpenDOAR Repositories Worldwide</th>
<th>Percentage of Repositories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal articles</td>
<td>786 = 60%</td>
</tr>
<tr>
<td>Theses and dissertations</td>
<td>644 = 49%</td>
</tr>
<tr>
<td>Unpublished reports and working papers</td>
<td>568 = 43%</td>
</tr>
<tr>
<td>Conference and workshop papers</td>
<td>464 = 35%</td>
</tr>
<tr>
<td>Books, chapters and sections</td>
<td>403 = 31%</td>
</tr>
<tr>
<td>Multimedia and audio-visual materials</td>
<td>307 = 23%</td>
</tr>
<tr>
<td>Other special item types</td>
<td>214 = 16%</td>
</tr>
<tr>
<td>Bibliographic references</td>
<td>199 = 14%</td>
</tr>
<tr>
<td>Learning Objects</td>
<td>198 = 14%</td>
</tr>
<tr>
<td>Datasets</td>
<td>68 = 5%</td>
</tr>
<tr>
<td>Software</td>
<td>27 = 2%</td>
</tr>
<tr>
<td>Patents</td>
<td>23 = 1%</td>
</tr>
<tr>
<td>Total = 1292 repositories</td>
<td></td>
</tr>
</tbody>
</table>

Fig. 1

**Necessity of an Institutional Repository**

**A. National and International Trends**

According to the Registry of Open Access Repositories (ROAR), registered US repositories more than doubled in the past five years, from 177 in May 2006 to 386 in May 2011. Internationally, the number of repositories in the Directory of Open Access Repositories (OpenDOAR) has done the same in less than four years. See Fig. 2

Fig. 2
In fact, in 2011 many university and academic libraries are pursuing digital initiatives. An Institutional Repository at Marshall University would put us in the same playing field as such major universities as Yale, Duke, Virginia Tech and Ohio State (See Appendix I). Following in the footsteps of these institutions would allow us, Marshall University, to maintain and keep a foothold on the distribution and promotion of the intellectual and scholarly output of our entire university. Implementation of a university-wide research distribution strategy is essential in the digital age. According to David E. Shulenburger, Vice President for Academic Affairs at the National Association of State Universities and Land-Grant Colleges (NASULGC), an institution with such a strategy would effectively “shift from a passive role in research distribution to an active one.”

Institutional Repositories also enable the Academic Affairs Office to better fulfill the university objectives and core components by:

- improving community outreach and engagement
- increasing institutional visibility while improving brand awareness
- enhancing the quality of teaching and research
- facilitating institutional advancement.

An IR would have an essential role in optimizing Marshall University’s investment in scholarly work and academic innovation, especially as the university moves forward with the Marshall Institute for Interdisciplinary Research. The question should not be, “How can we fund an Institutional Repository?” It needs to be, “How can we NOT fund an Institutional Repository?”

### B. IR of Peers and WVU

<table>
<thead>
<tr>
<th>Institutions</th>
<th>State</th>
<th>IR</th>
<th>Software</th>
<th>OpenDOAR¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of South Alabama</td>
<td>AL</td>
<td>Yes</td>
<td>CONTENTdm</td>
<td></td>
</tr>
<tr>
<td>University of Arkansas at Little Rock</td>
<td>AR</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University of Arkansas Main Campus</td>
<td>AR</td>
<td>Yes</td>
<td>CONTENTdm</td>
<td></td>
</tr>
<tr>
<td>University of Idaho</td>
<td>ID</td>
<td>Yes</td>
<td>CONTENTdm</td>
<td></td>
</tr>
<tr>
<td>Southern Illinois University</td>
<td>IL</td>
<td>Yes</td>
<td>CONTENTdm</td>
<td></td>
</tr>
<tr>
<td>Edwardsville</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Morehead State University</td>
<td>KY</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oakland University</td>
<td>MI</td>
<td>Yes</td>
<td>Oasis</td>
<td></td>
</tr>
<tr>
<td>Southeast Missouri State University</td>
<td>MO</td>
<td>Yes</td>
<td>CONTENTdm</td>
<td></td>
</tr>
<tr>
<td>University of Missouri-Kansas City</td>
<td>MO</td>
<td>Yes</td>
<td>DSPACE</td>
<td>Y³</td>
</tr>
<tr>
<td>University of Mississippi Main Campus</td>
<td>MS</td>
<td>Yes</td>
<td>CONTENTdm</td>
<td></td>
</tr>
<tr>
<td>East Carolina University</td>
<td>NC</td>
<td>Yes</td>
<td>DSPACE DOCKS⁴</td>
<td>Y</td>
</tr>
<tr>
<td>University of North Carolina at Greensboro</td>
<td>NC</td>
<td>Yes</td>
<td>DOCKS&lt;sup&gt;4&lt;/sup&gt;</td>
<td>Y</td>
</tr>
<tr>
<td>Western Carolina University</td>
<td>NC</td>
<td>No</td>
<td>DOCKS&lt;sup&gt;4&lt;/sup&gt;</td>
<td></td>
</tr>
<tr>
<td>University of North Dakota</td>
<td>ND</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wright State University-Main Campus</td>
<td>OH</td>
<td>Yes</td>
<td>OhioLINK Digital Research Commons&lt;sup&gt;5&lt;/sup&gt;</td>
<td>Y</td>
</tr>
<tr>
<td>West Chester University of Pennsylvania</td>
<td>PA</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University of South Dakota</td>
<td>SD</td>
<td>In process</td>
<td></td>
<td></td>
</tr>
<tr>
<td>East Tennessee State University</td>
<td>TN</td>
<td>Theses only</td>
<td>ETD-db</td>
<td>Y</td>
</tr>
<tr>
<td>Eastern Washington University</td>
<td>WA</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University of Wyoming</td>
<td>WY</td>
<td>Planning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>West Virginia University&lt;sup&gt;6&lt;/sup&gt;</td>
<td>WV</td>
<td>Yes</td>
<td>DigiTool</td>
<td></td>
</tr>
</tbody>
</table>

<sup>1</sup>OpenDOAR is an authoritative directory of academic open access repositories. OpenDOAR continually “visits” the repositories in the directory to verify the information provided to the directory is current.

<sup>2</sup>CONTENTdm was one of the first systems. Even though it is now regarded as a digital library management system, it still carries some Institutional Repository features.

<sup>3</sup>U of Missouri—Kansas City is part of the U of Missouri system, MOspace, but not listed separately in OpenDOAR.

<sup>4</sup>The NC Digital Online Collection of Knowledge and Scholarship (DOCKS) was created by UNC Greensboro for the University of NC school system based on DSPACE.

- East Carolina U participates in NC DOCKS and also has its own IR, ScholarShip, which uses DSPACE. It is listed as Eastern Carolina U in OpenDOAR.
- Western Carolina U is listed in NC DOCKS (with 1 thesis), but not in OpenDOAR.

<sup>5</sup>OhioLINK Digital Research Commons was created for OhioLINK institutions based on DSPACE platform.

<sup>6</sup>WVU is part of the Networked Digital Library of Theses and Dissertations (NDLTD) originating at VA Tech and also part of the Union Catalog Project. The platform they have chosen to use currently is DigiTool from Ex Libris.
C. Status of MU

Marshall University’s faculty, staff and students produce a variety of materials that capture the creativity and scholarship of the institution. This expansive range of documents includes pre-prints, post-prints, technical reports, data sets, working papers, presentations proposals, theses, dissertations, journal articles, university publications policies and procedures, course syllabi, course content materials, course management software and training materials, curriculum vitae, personal websites, video and audio materials, computer programs, and oral histories. However, these documents and materials currently reside in disparate or scattered locations, such as hard-drives, filing cabinets, and various websites, which provide little or no search capability and little regard for long-term preservation. It is time for Marshall University to organize itself, determine how to provide support for digital scholarship and preserve the institution’s creative efforts while making them accessible – as appropriate – to the university community and beyond. In short, we need an IR system.

Proposed Content for the Marshall University Institutional Repository

1. Marshall University Archives/University Documents

The purpose of the Marshall University Archives is to collect, maintain, and preserve access to the records of the university. These records are the documents, plans, photographs, publications, and ephemera and other items created by the University, its faculty, staff and students which reveal the operations, decision making processes, and statistical information about the institution. The Marshall University Archives currently holds approximately 1,400 linear feet (over 2,100 cubic feet) of textual materials, audio and visual materials and photographs. Materials include the university’s yearbook (The Mirabilia and The Chief Justice) and the student newspaper, The Parthenon. The University Archives are housed in the Morrow Library and are non-circulating materials.

Selected record groups could be digitized, in conjunction with records that are being produced electronically, and be housed in the IR. Examples are the university newsletters, Board of Governors’ meeting minutes, Commencement programs, and so on. Some of this is already happening: on-line versions of newsletters, The Parthenon, university photographs, “50 Years Ago Today” with the WSAZ-TV news film, theses and dissertations, and other items are already being published electronically and would be excellent candidates for the IR.

2. Faculty Research Output

Faculty scholarly output contributions could include, but would not be limited to, publications, working papers, grants, projects, lectures, case studies, research notes, and presentations.
3. Theses and Dissertations

There are more than 1,500 bound volumes of student theses and dissertations in Morrow Library. Since 2002, 640 Electronic Theses and Dissertations [ETDs] have been added. In June 2010, Marshall University contracted with UMI/Proquest to handle the theses and dissertations. This service does not cost the university, as the fees are paid by the students. Previously, the university handled the electronic submissions. They were collected in a folder on the university web server. All submissions were stored and indexed internally on the web server and are cataloged in the Library Online Catalog.

http://www.marshall.edu/library/libraries/e_theses_dissertations.asp

4. MU Faculty Achievement Database

The current Faculty Achievement Database is maintained by the Faculty Senate and provides a simple faculty profile web page for each current faculty member listing basic contact information and achievements. The pages are accessible from an alphabetical listing or searched by name, keyword, and “expert” (areas of expertise listed by the faculty member). However, there is no storage for or link to the actual content of any of the listed publications, presentations, awards, etc. Many current faculty members are not listed at all and many pages are outdated.

http://www.marshall.edu/senate/achieve/default.asp

5. Student works

Doug Nicolas, Web/Online Systems Director, Center for Teaching and Learning, is currently working on and updating an online repository called GEAR (General Education Assessment Repository) that allows for students (currently only First Year Seminar (FYS) students) to submit examples of work and tag them to learning outcomes that have been set up by the university. With the stored artifacts, they can then conduct rounds of assessment on those artifacts and determine the effectiveness of the General Education Curriculum (or the effectiveness of the rubrics designed to assess said curriculum). The focus of this project is fairly narrow—although if all goes according to plan it will be rolled out for all Core I and Core II classes. These files are stored in a folder on the website that is currently hosting GEAR, with the metadata information (student, filename, size, etc.) stored in the database.

There is not a universal system for collecting and maintaining significant student work on campus. If departments are keeping anything, it is not a known effort.
6. **University Printing Office**

The Marshall University Printing Office has a digital retention policy of 5 years for any publications, promotional material, etc. All files are created using a component of Adobe Creative Suite (Photoshop, Illustrator, Dreamweaver, etc.) and are stored on an independent server. The Printing Office could easily supply a PDF for retention within the proposed IR.

At one time the Printing Office had an agreement with Special Collections and sent a copy of printed materials to them, but with the Printing Office moving into the digital domain that agreement has lapsed.

7. **Marshall University Audio and Video**

a. Video Archives:
   - [http://marshallu.mirocommunity.org/](http://marshallu.mirocommunity.org/)

b. We are Marshall Today (available on the Marshall University streaming server):
   - `\mumedia\windowsmedia\muheadliners`
   - `\mumedia\windowsmedia\muheadliners_old`

c. News streams:
   - `\mumedia\windowsmedia\ucomm`

d. Sound gallery:
   - `\mumedia\windowsmedia\wmulfm`
   - `\mumedia\realmedia\wmul`

e. Commercials & showcase:
   - `\mumedia\windowsmedia\itvs\spots`
   - `\mumedia\windowsmedia\davemag`

f. Faculty:
   - `\mumedia\windowsmedia\biotech`

g. Music performances, recitals from the Marshall University Department of Music:
   Currently the Marshall University Department of Music has recordings dating back to 1984. These recordings are in various formats, all of which should be digitized at some point. Some have been digitized and are located on the Marshall University streaming server:
   - `\mumedia\windowsmedia\musicDept`
h. Audio & visual materials in the Archives and Manuscript Collections:
   An inventory was conducted of the audio and visual holdings in 2007. Based on that
   inventory and additions made since then, the estimated holdings include the following:
   - Photographic negative images – 242,000 (12,000 glass plate, 230,000 polyester/safety
     film)
   - Print images, artwork, and posters – 75,000 items
   - Transparencies (lantern slides and 35 mm slides) – 6,500 items
   - Video Tape (University Archives and WSAZ-TV newsfilm archives – all formats) – 3,900
     cassettes (approximately 4,900 hours of video images)
   - Motion Picture Film – 2,115 reels (approximately 1.75 million feet of film)
   - Audio Tape – approximately 1,000 audio cassette and reel-to-reel tape (primarily oral
     history recordings

8. MU Photos
   Tens of thousands of MU photos are in file cabinets, on optical media, or in other locations,
   with relatively few available in online galleries.
   http://muphotos.marshall.edu/

9. MU Newspapers and Newsletters
   Currently the university has The Parthenon dating from 1898, the Academic Affairs newsletter
   which was born digital in 2010, and the Marshall University newsletter (We Are...MARSHALL) in
   PDF from 2000-2010 and online since May 2010.
   - http://www.marshall.edu/academic-affairs/?page_id=213
   - http://www.marshall.edu/ucomm/nl.html

10. MU Events
    Submissions for the repository could include conference scheduling, submission of proposals,
    and proceedings, as well as University Commencements, Assessment Day, Cyber-Infrastructure
    Day, Week of Welcome (WOW), and Annual Convocations.

11. MU Libraries Special Collections
    These collections include the West Virginia State Documents, the West Virginia Collection (West
    Virginia and Appalachian history, literature, and arts), the Rare Book Collection, the Map
    Collection, the Family History Collection, the Charles Hoffman Collection (medical books and
    materials), and the Roseanna Blake Library (Confederate and Civil War materials).
Several of the Collections are already being highlighted through the current Special Collections web site in the form of the Virtual Museum:

http://www.marshall.edu/library/speccoll/virtualmuseum.asp

Portions of very specific collections have been identified, especially those that have pertinent visual images that can be included, and virtual exhibits have been created. These and other selected collections can be highlighted in the IR.

12. MU Libraries Manuscript Collections:

The Special Collections Department houses nearly 800 manuscript collections varying in size from a single page to over 600 cu. ft. of materials. These manuscript materials contain textual materials (diaries, notebooks, ledgers, correspondence, etc.), audio and visual materials (sound recordings, photographs, negatives, blueprints, maps, etc.), and published material (books, pamphlets, music, etc.). The single largest collection of textual materials is the Ken Hechler collection which consists of approximately 600 cu. ft. of material. The WSAZ-TV news film archives, covering the period of 1952 to the present, consist of nearly 2 million feet of film and video footage. In total, the Manuscript Collections contain over 2,500 cu. ft. of material. Special Collections uses the PastPerfect software application to internally manage the collections and export bibliographic records in MARC21 format for inclusion in the Library's catalog. An online index is available for the collections, however only about 15% of the collections have an inventory or finding aid available. The WSAZ-TV materials have a 3x5 card index which provides access to the film footage and on-air scripts. These finding aids are good candidates for the IR.

13. Wimba Archives

The Wimba archives are hosted by Blackboard and accessed through specific Wimba Classrooms in MU Online (Blackboard). Each file is normally kept for only one year, although files may be downloaded as MP3 or MP4 files and saved on the Marshall streaming server to facilitate extended availability of the material. The archives consist of recorded meetings, training sessions, and class lectures in general, rather than faculty scholarship as such of the level and type likely to be included in an IR. However, specific content could be identified or generated in the future which would merit inclusion in the IR, such as recorded conference sessions, guest lectures, or research presentations.
Benefits to Marshall University

A. The Marshall University Mission

The Marshall University Mission states: “The University actively facilitates learning through the preservation, discovery, synthesis, and dissemination of knowledge.” The Institutional Repository would bring Marshall University's scholarly and intellectual output together under one umbrella, with an aim to preserve and provide access to its contents. The mission of the Institutional Repository is to optimize the intellectual value, credibility and impact of Marshall University’s academic output by promoting discovery, research, cross-disciplinary collaboration and instruction by collecting, preserving and providing access to the scholarly work created at Marshall University. The IR also provides access to relevant documents created by the university’s administrative offices, departments and programs.

B. Search Engine Optimization

To attract more visitors to our IR content, Digital Commons facilitates indexing by the major search engines including Google, Google Scholar, and Bing. Indexed content includes:

- Text-based full-text objects such as PDFs, Word documents, and PowerPoint files
- Text-based supplemental files
- All published metadata such as titles, subjects, author, publisher, etc.

C. Access with other IRs

MU users who currently access other institutions’ IRs could access Marshall's own scholarly output and records more easily in our own IR. Perhaps more importantly, MU output would gain increased visibility and be available to researchers and users outside MU who already access IRs from other institutions. For example, as of May 1, 2011, Digital Commons hosts nearly 500,000 records in 165 repositories. Significantly, Digital Commons uses highly sophisticated download count technology to provide accurate reports for downloads of each item in an IR. Such information would be of great value to Marshall in assessing the wider impact of and the interest in scholarly work produced here.

D. Access controls

Although IRs are usually open to the world access, controls can be applied to the full text object, so the metadata is still discoverable and the full text is indexed in search engines. If the user cannot get to a file, video or image they can still contact the author, owner or department of the university to get a copy of the restricted documents. This is especially useful when using repository content to generate revenue.
Proposal

Marshall University and the Marshall University Libraries should make every effort possible to move forward with an Institutional Repository. The University Libraries will take a leading role in this initiative with your support of both leadership and finance. Our core values speak to the preservation and access needs of our scholars. These values have been with us since the University Library's inception, and we have demonstrated an ongoing commitment to them throughout our transition into digital production and delivery.

We would like to propose a two-year campus-wide Institutional Repository pilot project to help us seed the repository with different types of materials, from different sectors of campus, identify technical, administrative, and cultural issues that may arise, and demonstrate the viability of such a model for managing the intellectual output and digital assets of Marshall University. Ideally, the pilot would lead to the formation of a formal campus-wide Institutional Repository Advisory Committee that would help determine the ultimate scope of the content the IR would contain and conform to the mission of Marshall University.

A. Budget

This proposal will invest in a new initiative to fill the gap of not having a central electronic repository to store and access works created at Marshall. The Marshall University Libraries are seeking your formal endorsement of this project and financial support in the amount of $25,000 per year. If this proposal is funded, researchers and members of the public will more easily be able to identify, locate, and access MU works. Access to the Institutional Repository will result in MU being more attractive to both students and incoming faculty. It will also result in more funding opportunities as we have a way to immediately showcase and share the information that was created here, not having to wait for the information to be published externally but instantly consumable by the research community.

- $23,500 Berkeley Electronic Press Digital Commons
- $1500 anticipated work study student and extra help

B. Staff

The Marshall University Libraries plan to include a significant investment of personnel hours into making this proposal successful if funded. Planned staffing includes experts in metadata and library liaisons to academic departments on campus. The libraries and MU Online staff will manage the IR and train faculty, staff, and students who would be interested in adding their work to the IR.

The pilot project team will consist of:

- A team leader (from professional library faculty 0.3 FTE);
- Liaisons to the faculty participants and department or college: (from professional library faculty and Online Instructional Design Specialist, 2 FTE)
• Technical staff for configuration and interface work (from professional faculty and Online Instructional Design Specialist, 0.25 FTE).
• Enter contents into IR (classified staff and student assistants, 1.5-2 FTE)

C. Proposed Timeline

During the two year pilot project, the University Libraries would proceed as follows:

❖ **Phase 1 (months 1 - 3)**

1) Purchase and implement an IR system. The Committee recommends the purchase of Berkeley Electronic Press (bepress) Digital Commons. APPENDIX II: IR System features and cost: Digital Commons.
2) Identify strategic partners around campus (individual faculty, departments, colleges or schools, and administrative groups).
3) Identify various forms of material (digital documents, large databases, research, reports working papers, teaching materials, pre-prints, multimedia) as content.
4) Develop guidelines for processing electronic documents and adding metadata, guidelines for reviewing submitted material, and criteria for removing documents.

❖ **Phase 2 (months 4 - 15)**

1) Place initial contents into the IR system.
   • Theses and Dissertations
   • Some faculty collections: Liaison librarians serve as an essential bridge between the repository and the faculty.
   • Capture one conference or major campus event, e.g. Commencement
   • One year of digital video collection (WSAZ-TV news film)
   • Two years of the university yearbook
   • One year of previously un-digitized and digitized *The Parthenon*
   • One image gallery from Marshall University’s Photo Collection
   • One Image gallery from Marshall University Libraries Special Collections
   • One year of audio files from Marshall University’s Department of Music
2) Use recommendations of strategic partners to build our first department and college collections.
3) Validate content uploaded to IR.
4) Validate workflows and processes.

❖ **Phase 3 (months 16 - 21)**

1) Continue to add content.
2) Open IR for public use by month 16.
3) Campus Conversation to introduce IR.
4) Evaluate content download.
5) Evaluate workflows and processes.
**Phase 4 (months 22 - 24)**

1) Continue to add content.
2) Continue to evaluate use, downloads, workflows, and processes.
3) Develop procedures for long term management and use.
4) Examine the IR and its potential for scaling up to become a critical piece in the overall campus knowledge management infrastructure.
5) Make recommendation for continued use of the IR.

**Conclusion**

Fundamentally, in order for this project to be successful, it is critical that the IR has the support of Academic Affairs and the highest levels of the university. It should be seen as a key strategy for helping the university achieve its goals to disseminate research, to promote public engagement, to facilitate interdisciplinary exchange, and to increase visibility. With your support, the University Libraries will be responsible for the management of IR system.

The Committee recommends that Marshall University fund a two-year pilot program to initiate a contract with Digital Commons and create a digital Institutional Repository. The Committee additionally recommends the formation of a formal campus-wide Institutional Repository Committee comprised of faculty, students, and administrators that will develop a list of content to be posted to the IR, oversee the creation of guidelines and policies for contributions to the IR, and provide a final recommendation at the end of the pilot program on the continued efficacy of the IR.

We look forward to making this plan a reality.
APPENDIX I: Samples of Institutional Repositories

Yale University Manuscripts & Archives Digital Images Database:  http://images.library.yale.edu/madid/
William & Mary Law School Scholarship Repository:  http://scholarship.law.wm.edu/
University of Georgia School of Law Commencement:  http://digitalcommons.law.uga.edu/lectures_pre_arch_lecs/
Digital Commons Institutional Repositories

Main page 1: University of California eScholarship:  http://www.escholarship.org/
Main page 2: Boise State University ScholarWorks:  http://scholarworks.boisestate.edu/
Main page 3: Western Kentucky University:  [http://digitalcommons.wku.edu/](http://digitalcommons.wku.edu/)
Browse all collections:

Conferences:

Iowa Research Online: http://ir.uiowa.edu/conferences/
Utah State University Institutional Repositories Day: [http://digitalcommons.usu.edu/irday/](http://digitalcommons.usu.edu/irday/)
Library Technology Conference

March 16-17, 2011
Macalester College, St. Paul, MN

The Library Technology Conference provides a venue to discuss highlighting many of the technologies affecting how users interact with libraries and how libraries are using technology to create new and better ways to manage resources. Sessions are designed to cover a wide range of topics and are aimed at staff of all levels, whether they are interested in the changing technologies that are affecting libraries or just want to attend.

Thanks for attending!
Registered participants at this year’s conference included more than 400 attendees from 26 states and Canadian provinces. Here’s a list of session attendees.

Session materials now available online...
We have e-mailed presentation materials, handouts, and other materials from the conference at http://digitalcommons.macalester.edu/libtech_conf/2011. Many have already been collected and can now be found online. Simply follow the links for the session on the http://digitalcommons.macalester.edu/libtech_conf/2011 to see session details. Others will be added over the next several days as they are collected.

Keynote Presentations:

Wednesday, March 16, 2011

Pia Vahtokari, Shanghai Library

Give us your feedback in the references. We would be happy to include any suggestions that you have. Please feel free to contact us at any time with any questions or comments you may have.

Continue the discussions that were started at the conference.

Check out the conference on Facebook.

You can also follow us on Twitter (http://twitter.com/libtech_conf).
Other Institutional Repositories

Duke University – Carlyle Letter Online: A Victorian Cultural Reference
http://carlyleletters.dukejournals.org/

Duke University – MEDSpace http://medspace.mc.duke.edu:8080/vital/access/manager/Index
Virginia Tech – Computer Science @ Virginia Tech [http://eprints.cs.vt.edu/]

Ohio State University – Knowledge Bank [https://kb.osu.edu/dspace/]
APPENDIX II: Example of Institutional Repository System Features and Cost: Digital Commons

_DigitalCommons@ILR_ highlights the scholarship of the School’s faculty and researchers by making available their working papers, reports, conference presentations, journal articles, dissertations and theses, etc. The repository provides a single, easily navigable source and features customized email alerts, full text searches, and personalized saved searches.

Digital Commons Features:

Content Upload

- Add content quickly with our streamlined submit form - customizable for different communities or types of content within the institution
- Quick submit for articles with PubMed IDs
- Link to content on external websites
- Post a wide variety of publication types (e.g., articles, preprints, monographs, etc.)
- Upload sound and video files, data sets, and executable files
- Import historical data with batch uploads
- Auto-convert Word, WordPerfect, and RTF documents to PDF; auto-create PDF cover-pages, watermarking, etc...if desired
- Flexible PDF cover pages, expands upon the dynamic cover page creation option with many flexible options for customizing the Digital Commons-created cover pages for full-text objects
- Embedded 3-tiered taxonomy pick list for consistent data entry on upload
- E-Theses and Dissertations taxonomy module: designed to capture and display metadata specific to ETD's (an example: _http://digitalcommons.fiu.edu/etd/2_). These ETD series accommodate access controls, full-text or metadata-only submissions and embargo support. They also support peer-review workflows so that graduate schools can use these series to route ETDs for approval before publishing them.
- Events Handling Module – Events such as conference, workshops, symposia, etc. can be handled within Digital Commons. Single and multi-track events can be scheduled. Calls for papers or presentations can be included and peer-reviewed for acceptance. Once the event is completed, the administrator can package the conference proceedings or presentations for that event in a format well-suited to the purpose.

Presentation

- Each Digital Commons site is intended to be a “showcase” and thus is easy to use, searchable, and reflects well on the institution.
- A unique web page is generated automatically for each article that includes title, author, abstract, and citation information, with format of the citation controlled by the series administrator.
Image Gallery capabilities with geo-location for gathering and managing your image collections. Various image collections can be gathered into larger virtual collections without duplicating the images.

- [http://digitalcollections.sit.edu/photocontest/](http://digitalcollections.sit.edu/photocontest/)

**Services**

- Bepress staff dedicated to assist each customer with faculty outreach activities, and other activities intended to ensure the success of the research showcase
- Administrator training
- End-user support (faculty, staff, students...)
- Full bepress-Hosting & maintenance
- Ongoing software development, including, currently, a quarterly release schedule for new enhancements

**Data Harvesting and Feeding**

- Optimized for fast and accurate indexing by Google and Google Scholar
- OAI compliant (facilitates inclusion of records in other search engines, e.g. Worldcat Local)
- Integrated with SelectedWorks (see example: [http://works.bepress.com/features.html](http://works.bepress.com/features.html)), including “Gallery” feature (see example: [http://digitalcommons.calpoly.edu/sw_gallery.html](http://digitalcommons.calpoly.edu/sw_gallery.html)), useful for displaying faculty associated with a community.

**Search**

- Full-text searching
- Optimized for fast and accurate indexing by Google and Google Scholar (hits are highly placed in Google results lists)
- OAI compliant (facilitates inclusion of records in other search engines, e.g. Worldcat Local)
- Context sensitive searches (e.g., search this series vs. search the entire collection)
- XML gateway for inclusion in searches via metasearch applications
- OpenURL navigation capabilities

**Accessibility**

- Persistent URL
- LDAP integration for single sign-on
- XML gateway for federated search applications
- Meets Web accessibility standards
Full-text indexed by Google and other search engines

Notification

- Mailing list manager to announce new research
- RSS feeds and automatic email notification for reports of newly published content
- "Tell a colleague" email functionality
- Individual readership statistics for authors of content submitted to the showcase

Administrator Tools

- E-mail tools to manage authors
- Access/subscription control, if desired
- Different administrator levels
- Usage statistics at both the series and paper level
- Google Analytics - Administrators interested in learning about site traffic can now view usage statistics through Google Analytics

Stability & Portability

- Entire system accessible from any internet connection
- 99.9% uptime guaranteed
- Content can be delivered to customers for self-archiving, either on a quarterly basis or if the institution ever decides to discontinue use of Digital Commons