Institutional Repository Checklist and Best Practices

I.   Determine Resources
   a. Equipment
   b. Budget
   c. Staff
   d. Time frame
   e. Prepared for failure?
II. Determine use / users
   a. What are you using it for?
      i. Who are the stakeholders?
   b. What is the purpose of the repository: Archival? Marketing? Permanent? Historical?
   c. Who's contributing to the repository (staff, faculty, and/or students)?
   d. How does the IR fit into the context of your institution?
      i. Will only a few departments participate or all of the campus?
   e. Do any departments already have an IR in place?
      i. How will this affect them?
III. Determining content
   a. The scope of the repository?
   b. What type of content will be included?
   c. What kind of policy is in place?
   d. What kind of formats (text only? Image? Audio? Video?)
   e. Current material going forward or also historical data as well?
   f. Documenting academic life?
      i. Will on campus events be included (lectures, conferences, etc.)?
   g. Documenting the institutional culture?
   h. Metadata
      i. Taxonomy? Nomenclature?
IV. Management / Training
   a. Who is managing the repository?
   b. Is someone going to be doing this full time or part time?
   c. Who's going to handle support and training?
      i. Initial and continuing support?
   d. Hardware/Software
      i. Hardware / software upgrades
         1. Think long term, not short term
      ii. Maintenance
      iii. Scalability
      iv. Reoccurring costs
      v. Host or self-host?
      vi. Commercial vs. Open Source
         1. Choose software that fits your needs first and foremost
V.   Policies / Copyrights
   a. Legal aspects?

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b. Embargoes and takedowns?

c. Intellectual property?

d. Who's writing the best practices?

e. Who's handling the copyright now and in the future?

  i. Copyright documentation and management

f. Concerns

  i. Who has control over the IR work?

  ii. Differences between creating a true repository vs. creating a community?

g. Distribution opportunities?

h. Risk assessment?

VI. Access / Marketing

a. Access levels

  i. Open

  ii. Closed

  iii. Discovery (internal network)

  iv. Discoverability (external network)

  v. Sustainability

b. Marketing, PR, social media

  i. How will it be handled? Indepdently or matched to the institution?

c. How to measure success

  i. ROI

    1. How do you determine and track once its up?

  ii. Total cost of ownership (TCO) assessment

VII. Quality Reviews / Preservation

a. Standards

b. Reports

c. Preservation consideration

  i. Master images

d. Preservation formats

  i. At risk content

    1. Content that has been created, but not necessarily curated and access to it or for it can be in danger

  ii. Obsolescence of technology

e. Training

  i. Scanning, prepping, metadata

f. Back up

  i. Hardware / software failure

  ii. QA failure

  iii. Funding cut

    1. How is this going to be supported now and in the long term?

  iv. Change in policies