

Digital Archives: Vibrant and Vital to Your Institution

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Abstract

Libraries in North America have been leading the way in the establishment of digital archives, often called institutional repositories, for their universities or the institutions they serve. Many such repositories have had difficulty getting buy-in from faculty and others within their institutions because they have focused on one type of content only: peer-reviewed faculty content. At the University of South Florida St. Petersburg (USFSP), a model of inclusion of all members of the campus community and all types of content, coupled with a high level of service from a small group of librarians, led to quick and early adoption of the campus digital archive by faculty, students, and administrators. Librarians have been aggressively marketing the service, educating faculty and administrators about the benefits, and demonstrating by example the wide range of uses of the archive. At USFSP the digital archive has become a vibrant part of campus life, serving to capture the past, document the present, and shine a light into the future. Attendees will gain insight into the policy and technical infrastructure needed, the different types of content that can be successfully collected, and how the service can promote the mission of the institution and can be successfully marketed to a wide variety of audiences.

An Institutional Repository...

- Captures digital collections and preserves the intellectual output of a defined community
- Includes services and policies to manage and disseminate the collection

It's not just for universities or faculty!



What to consider:

- What is your timeline?
- Who will be involved?
- How will you measure success?
- Who will pay?
- What kinds of technology will be needed?
- What policies will be needed?
- How will the repository be marketed?

Planning

- Document and publicize policies
- Divide responsibilities and clarify roles
- Create the structure and name the archive
- Consider types of communities and their limits
- Establish communities
- Establish controls for content
- Establish policies and procedures for submission and withdrawal
- Establish standards for metadata
- Set standards for institutional commitment to preservation
- Establish procedures for copyright, permissions, and access

Types of collections

- Informational
- Administrative
- Primary resources for research or study
- From the faculty
- From students
- For groups only or also individuals
- Born digital or digitized

Challenges to overcome

- Cultural
 - i.e. Intellectual property, Educating about open access, Technophobia
- Technical
 - i.e. Submission template, Metadata, User interface, Preservation
- Practical
 - i.e. Time, Identification of content and communities, Acquisition of content

Why do it?

- Facilitates changes in scholarly communication—improves access
- Increases institutional visibility
- Preserves materials
- Makes connections to other resources
- Increases collaboration
- Promotes research, scholarship and individual achievements
- Documents institutional history
- Assists with disaster recovery

Budget

- Staffing
- Hardware and software
- Server capacity, backup costs
- Operating system
- Database set-up
- Licenses and certificates
- Registration with other services
- Attending meetings and conferences

Hardware/Software considerations

- Open source, purchased, or licensed?
- Locally mounted or hosted externally?
- Adequate server space available? Now and for growth?
- Robust backup mechanisms available including off-site backup?

Digital preservation strategies

- Bitstream copying
- Refreshing
- Durable/persistent media
- Digital archaeology
- Analog backups
- Migration
- Emulation



Presentation available at:

<http://dspace.nelson.usf.edu/xmlui/handle/10806/4472>

Strategies for growth

- Identify and acquire content
- Promote, promote, promote
- Align closely with instructional or community programs
- Develop searching guides
- Integrate the archive into other sites and search engines

How do we measure success?

- Expanding access to materials
- Capturing grey literature
- Enhancing instruction
- Highlighting individual achievement
- Increasing institutional visibility
- Integrating different types of content
- Increasing collaboration across your community
- Integration with other sites and resources

Level of service—will the library:

- Assist with or handle submissions?
- Convert files on ingest?
- Clean up or review metadata?
- Digitize hard copy?
- Develop supplemental pages or web forms?
- Develop customized search interfaces?
- Assist with copyright investigation or acquiring permissions?
- Provide use statistics?
- Provide current awareness services?
- Integrate with other services?
- Develop marketing tools?
- Set up focus groups?
- Long-term preservation of files?
- User support and problem resolution?

Who will be involved?



Institutional commitment

How will you guarantee the integrity of the files and the stability of the archive?

