

# Seventeen guidelines for stimulating the population of repositories

These guidelines are an excerpt from:

Proudman, V. (2007) The population of repositories. In Eds. K. Weenink, L. Waaijers and K. van Godtsenhoven, *A DRIVER's Guide to European Repositories* (pp.49 - 101) Amsterdam: Amsterdam University Press. For the more details and full text open access to this chapter, [see http://dare.uva.nl/aup/nl/record/260224](http://dare.uva.nl/aup/nl/record/260224).

They are the result of the European DRIVER research project *Stimulating the Population of Repositories* conducted in 2006 and 2007.<sup>1</sup>

1. **Know your research community**, and address their disciplinary needs specifically.
  - a. Speak to the author as part of a particular disciplinary group
  - b. Speak to young and more mature authors about their differing work processes, challenges and motivations to publish
  - c. The mission of the repository and its services should be a tool for the researcher first and foremost, answering real needs and resolving author and reader problems
  
2. **Target advocacy activities**
  - a. **to senior management with the view to**
    - i. obtain high-level support
    - ii. implement mandates to deposit full text where possible referring to those organisations already with mandates in place
    - iii. implement financial incentives to deposit where possible referring to those organisations already with them in place
    - iv. if mandates aren't possible immediately, then implement incentives for deposit such as services to win hearts and minds
    - v. develop policy or services in order to fill gaps in repository stocks
    - vi. strive to become a research management information tool or CRIS giving the repository a dual function; i.e. one-time registration of the recent academic record for internal evaluation and storing and disseminating that content via the repository
    - vii. use them as a sounding board for policy and repository development in the future.
    - viii. If national funding bodies mandate deposit use this argument when presenting the case for deposit to your authors.

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<sup>1</sup> DRIVER - Digital Repository Infrastructure Vision for European Research: <http://www.driver-community.eu/>



- Use RSS feeds to feed back new material that enters the system to various disciplinary groups
- Retro-digitise older material
- Seek to preserve the academic record, convert formats, and seek to implement long-term programmes in collaboration with others
- e. Monitor the use of these services for reasons of cost-effectiveness

## **6. Showcase your efforts and achievements**

- a. Market your research results by publicizing recent additions, usage statistics feeding them back to authors and/ or research department
- b. Provide results to departments, and encourage dissemination via departmental websites, individual web pages, etc.
- c. Highlight the most recent additions to your repository by research area / department
- d. Install log analysers of download and upload statistics to help market your repository
- e. Celebrate milestone moments in the development of your repository by organising expert meetings, discussion fora, sharing your progress and challenges with the research and information professional community

## **7. Be innovative as to how you acquire your content. If at first you don't succeed, try try again:**

- a. If your researchers deposit elsewhere
  - i. Identify which archives are places of deposit for the researcher of a particular discipline
  - ii. Make agreements with selected sources to either harvest metadata or full text depending on the mission of your repository
  - iii. Monitor that data

## **8. Provide Intellectual Property Rights support by**

- a. Admitting to the challenges and fears surrounding IPR; empathise with the author
- b. Emphasising what can be done rather than what not
- c. Analysing the publisher challenges within your specific subject communities where different challenges will be apparent
- d. Ensuring that your IR team liaising with the author is informed and up-to-date on self-archiving and related publisher policies
- e. Utilising and monitoring tools such as Sherpa/RoMEO to support you in your information
- f. Liaising with publishers on a case by case basis if time and resources allow
- g. Encouraging your authors to liaise with publishers on the self-archival of their own work, striving for the immediate deposit of publications in repositories in the future
- h. Discussing with your authors how to improve the dissemination of their work in the future and experimenting with them on making more material open access
- i. Securing agreements between Library and author where possible

- 9. Take on an active role in improving on information retrieval and discovery by**
  - a. Contributing your content to services with a regional or international significance and feeding back results to your researchers
  - b. Targeting information services of significance such as Google, Google Scholar, as well as disciplinary ones
  - c. Aiming to optimise the positioning of your material in the result sets of these information services by taking this up with the service providers
  
- 10. Push out your content to the world research community to show your commitment to increasing the impact of your researcher's work**
  - a. Liaise with your researchers to identify which sources are of significance
  - b. Make efforts to get your repository indexed or harvested by these information services
  - c. Try to optimize the positioning of your material in these sources
  
- 11. The repository team should provide support** in the form of:
  - a. A strong, knowledgeable team
  - b. A simple system of deposit
  - c. Knowledge on Intellectual Property Rights
  
- 12. Use your local, regional, national and international networks for**
  - a. Policy development
  - b. Service development
  - c. Personnel development
  - d. Publicising your work
  
- 13. When organising your repository**
  - a. consider the distributed organisation of academic output within the institution when planning population
  - b. thereby strongly considering the research organisational structure of your organisation striving to adapt to that
  - c. Strive to give some autonomy to the research community in giving them the responsibility to maintain their output with library support, encouraging them to feel like the owners of their output and providing a departmental interface look and feel
  
- 14. If you seek to develop a regional or disciplinary service to help populate your repository**
  - a. choose a prominent partner with influence, preferably well-recognised by the library or research community
  - b. as co-ordinator aim to provide support on an operational level
  
- 15. Ensure that the infrastructure is in place to deliver**
  - a. Ensure that the staff is available to provide the necessary support
  - b. Ensure that services can be developed to support the researcher

**16. Strive for cost-effectiveness by**

- a. Analysing work processes and striving for synergies with the CRIS or research management information department or with funding agencies who mandate repository deposit
- b. Striving for departmental / researcher deposit and not library deposit for long-term sustainability. However, do consider repository investment in acquiring content and investing time to provide a good demonstrator to encourage self-deposit in the future.
- c. Share experiences with colleagues of a similar position, be they repository managers, policy makers, technical developers or communicators
- d. Harvest content from outside your repository to further acquire missing content
- e. Use SOAP services to update content

**17. Challenge yourself**

- a. Just do it and don't spend too long thinking about it
- b. Be willing to risk a new idea