So You Want an Institutional Repository But Don't Have …

Good Morning, I'm Lois Hamill, University Archivist at Northern Kentucky University.

Some of you, like me, may have sat in a conference session listening to a speaker from a large/well funded institution using technical lingo describing some aspect of their digital repository. That's great if you are lucky enough to work somewhere that has already figured out this complicated process and established an institutional repository or IR; where you have the benefit of an experienced colleague to teach you how it works. As recently as 2007, most non-ARL libraries didn't have an IR.

What if the above scenario does not describe your institution, but you still want an IR and don't know how to jump in? I manage the Special Collections and University Archives department of Steely Library. For my department, an IR is actually a necessity to provide better access to our patrons.

I arrived in late 2007 to find 5 stand alone PCs and a plethora of duplicate files because there was no good way to share department files. Our most heavily used collection was the university photographer's collection part of which existed digitally. We sat researchers down at our own computer and showed them digital photos until they selected what they wanted. After several years, I finally located a knowledgeable IT person who was able to network all our department computers on a shared drive with access limited to department personnel only.

After several more years, we obtained three laptops that I requested be mapped with access to a subset of the department's network. This allowed us to set researchers up at a laptop in the Research Room to browse digital photos. They would tell us which ones they wanted and we would have to determine the best way to deliver their selections. This method only improves the physical logistics of giving researchers access to our digital photos. The staff is *still logging in* to a subset of the department's "private" network, "private" in the sense that normally only department employees who log in are given access. In order to give researchers access to the digital photo files, they are being given access to more files than what they need, files to which they wouldn't normally be given access. While an improvement, this method still requires researchers to come to us when we're open, which limits their

access. An IR will enable researchers to access to our photos and other records at a time and from a place convenient to them, including when we're closed.

Developing a place dedicated to public access of appropriate files only is the next logical step to improving access, but how to begin? We had very little money. Department personnel didn't have the time or technical expertise to set up a system ourselves. I was advised not to rely on the university IT department for help. The Library Director set up an interdepartmental work team to consider how to get an IR. The team initially considered Digital Commons software from BePress. Since its focus seemed to be on published material, I was leery of how well it would handle archival records and their relationships, and we still didn't have enough money.

Then serendipitously enough I found DuraSpace in the SAA venders hall in 2013. Their hosted IR uses DSpace software which uses Dublin Core fields. I had previously conducted extensive research on how well I thought Dublin Core was able to express the relationships between parts of a record group. I wanted to know whether it respected archival theory for arrangement and description, and was very satisfied with the results. DSpace provides a solution I am comfortable with from an archival perspective. I am hoping it

will play nicely with a content management system I would like to add as a next step. It is very affordable, solving the financial problem. The hosted option solves the problem of insufficient IT support. DSpace Direct is giving us the opportunity to learn how to build a basic institutional repository in a simplified, and manageable manner. This is not to say that the work is minimal, because it isn't, but it doesn't seem as complicated, technical and intimidating as other IRs have sounded.

The first batch of records selected for inclusion in the IR is all archival. We anticipate the inclusion of non-archival records but are not putting a heavy or exclusive focus on faculty publications. The purpose of this IR is to provide access to records. This premise is the basis for the technical decisions I have made. Neither private or confidential records, nor preservation copies will be put in the IR. We have different server space that serves as a "dark server" for our preservation masters.

As others at this conference have already said, it is okay to take baby steps. Start with something and bit by bit you will make progress and gain confidence in what you are doing.

So You Want an Institutional Repository, But Don't Have ... "The Technical View"

Michael Wells - Systems Librarian
Northern Kentucky University

NKU NORTHERN KENTUCKY UNIVERSITY

PRE-PROJECT PLATFORM CHOICES

- bePress

- Omeka

- Cloud v. "On Campus" Hosting

DSPACE DIRECT

- Lois identified DuraSpace/DSpaceDirect as a viable alternative with a very reasonable cost.

- We met to evaluate and discuss our needs

- Conference call with Carissa:
  addressed all questions very quickly and clearly

THE PROJECT

- Our first IR platform at NKU

  - Scalable and Portable

  - Plan selection

- Install and setup was done very quick

- Our Choices during setup:

  - DSpace site layout and branding

THE PROJECT

DspaceDirect Handled:

- LDAP Setup: NKU User Account Sign-in

- DublinCore field setup for non-standard field descriptions

HOSTED DSPACE

- Installed on Amazon Web Services

  - We don't have backend/command line access to the server.

    - Can be good, but may not be if you desire server level access.

- The support team has been incredible with prompt answers to questions

OUR PROGRESS

- Decided how to setup the site

    - Based structure on NKU Organizational Chart

        - Setup of "communities", "sub-communities" and "collections"

    - Setup of workflows, ingesting materials, and cataloging rules

    - Monitoring for Google crawls, Google Analytics, statistical collection, linking from our website and Discovery search.

D SPACEDIRECT

The hosted repository service from DuraSpace

Carissa Smith,
Product Manager

What is DSpaceDirect?

- Fully hosted
  - DSpace installation of latest open source software release
- Completely managed
  - system administration from DuraSpace
- Absolutely included
  - Annual upgrades
- Automatic backups
  - content preservation via DuraCloud
- Other great features!

Carissa Smith

Who is DuraSpace?

- Independent 501(c)(3) not-for-profit organization
- Supported open source technology projects:
  - DSpace
  - Fedora
  - VIVO
- Fully hosted and managed open source services:
  - DSpaceDirect
  - DuraCloud
  - ArchivesDirect

Carissa Smith

Subscription Plans

- DSpaceDirect Small
  - Annual storage: 75GB
  - Price: $3,750/year
- DSpaceDirect Medium
  - Annual storage: 150GB
  - Price: $5,500/year
- DSpaceDirect Large
  - Annual storage: 250GB
  - Price: $8,250/year
- Additional Storage
  - Custom quotes available!

Carissa Smith

Why choose us?

- Ideologically:
  - DuraSpace provides leadership and innovation for open technologies that promote: *durable, persistent access to digital data*
  - "Committed to our digital future."
  - Open source, no proprietary software
  - No "vendor" lock-in
- Pragmatically:
  - Fast start-up
  - You-pick features
  - No-cost upgrades
  - Automatic content preservation
  - Anytime data access
  - YOU own your data
  - Join the global user community

Carissa Smith