

# BUILDING INSTITUTIONAL REPOSITORY WITH DSPACE FREE SOFTWARE

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# Outline

- What is IR
- Do we need IR and why
- Requirements
- Policy and management support
- Creating a workflow for content submission
- Editing and final approval
- Item mapping and withdrawal
- Creating awareness and Registering the IR

# Institutional Repository

- A university-based institutional repository is a set of services that a university offers to the members of its community for the management and dissemination of digital materials created by the institution and its community members.
  - ***Clifford Lynch(2003)***
- Digital library collection and service designed to manage, organize, and disseminate the intellectual output of an academic community globally.

# Why do we need IR

- Long term Preservation of the universities research output for posterity
- Improve visibility
- Increase citation of authors
- Collaborations and networking
- Potentially increased impact of publications as an author in the institution

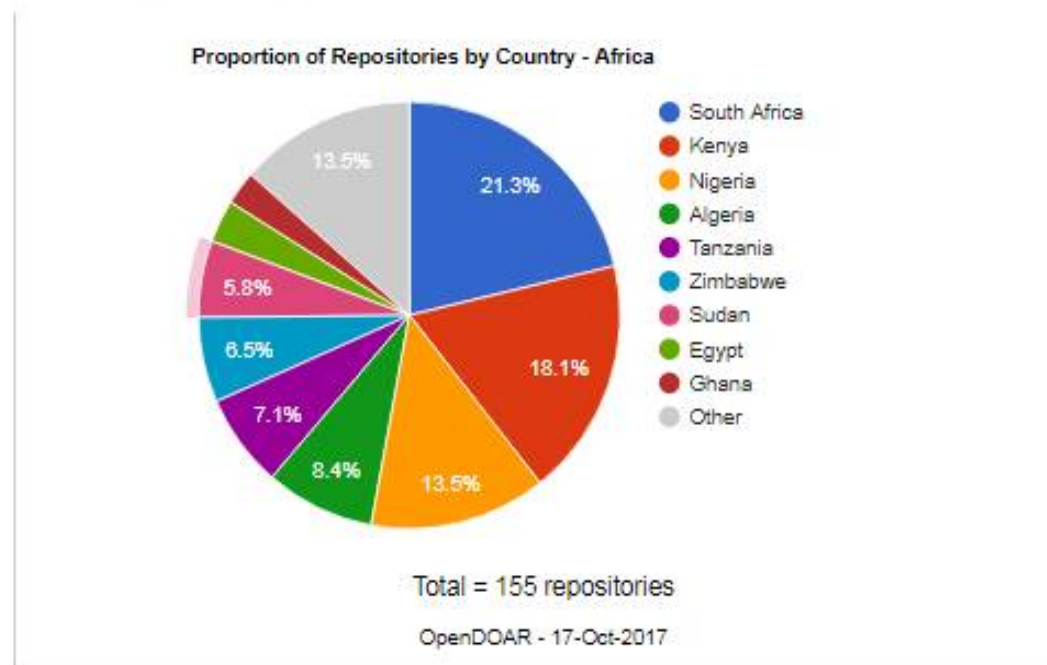
# Repositories in Africa

OpenDOAR

Directory of Open Access Repositories

Home | Find | Suggest | Tools | FAQ | About | Contact Us

## Proportion of Repositories by Country - Africa



This chart is based on the number of repositories in each Country. However, some organisations have two or more repositories - over 20 in some cases - and this arguably skews the results.

For a different viewpoint, please see the equivalent chart for [Repository Organisations](#), in which each organisation only counts once, regardless of how many repositories it hosts.

For further data, please see the corresponding table of repositories sorted by country.

# Requirements for building an IR

- Funding
- Staffing
- Technical expertise/Team
- Examine the software (open access and proprietary software)
- Server (backup)
- Support
- Training

# Technical part

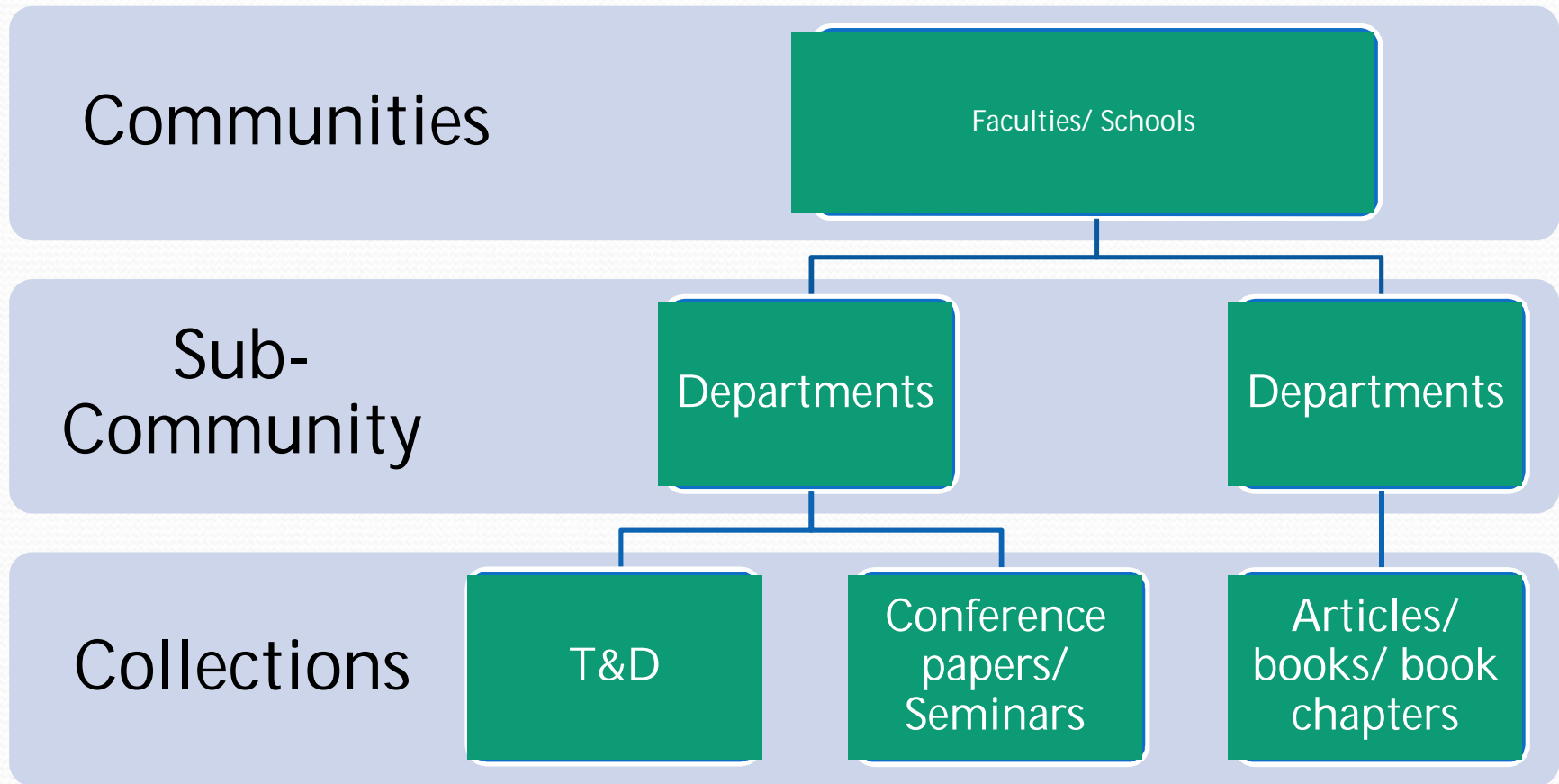
- Physical server /virtual server base on what the institution want to achieve and the resources available.
  - Installation and customization
  - System administrators & programmers

# Policy and management support

- To get the university management support –
- Draft a policy to include
  - The type of materials to archive
  - The Nature of access
  - Who does the submission- (self archiving or submission by library staff)
  - etc



# Repository communities, sub communities and collections



# Metadata standards

- Based in Dublin Core or some other standard
- Determined by software limitations
- Whatever is necessary to find, organize, and display the files appropriately
  - Author
  - Title
  - Date of publication
  - ISBN/ISSN
  - Subject
  - DOI

# Copyright management

- Seek advice for copyright management
- Use SHERPA/Romeo as first place to check for instructions of posting articles on IR
- Contact publishers as needed for further clarification of copyright regulations
- Sherparomeo: <http://www.sherpa.ac.uk/romeo/>

# Item submission

## Item submission



## Describe Item

### Authors:

Enter the names of the authors of this item.

Last name, e.g. *Smith*

First name(s) + "Jr", e.g. *Donald Jr*

Add

Lookup & Add

### Title:

Enter the main title of the item.

## Search UNNSpace

Go

- Search UNNSpace
- This Collection

[Advanced Search](#)

## Browse

- All of UNNSpace
  - [Communities & Collections](#)
  - [By Issue Date](#)
  - [Authors](#)
  - [Titles](#)
  - [Subjects](#)
- This Collection
  - [By Issue Date](#)

# Editing the submissions

- The submitted contents should be edited for quality control before final archiving
- To ensure the submitters used standard subject keywords
- The files submitted are in the correct format
- They are also submitted to the right collection/ community.

# Registering the Repository

- Opendoar- Directory of Open Access Repository
- <http://www.opendoar.org/>
- ROAR –Registry of open access Repository
- <http://roar.eprints.org/>

# Exercise

- List items/content you have in your office that should be archived
- In what format do you have them
- Identify the steps to take to make the content web ready.

# Hands on practical

- Checking for publishers policy in sherparomeo
- Step by step guide on how to upload content
- How to edit
- Item Withdrawal



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- Thanks for listening