Meeting the Challenges of Institutional Repositories: How Campuses Select and Prioritize Digital Asset Management Projects

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Policy

• **What kind of stuff?**
  – Scholarly and historical materials

• **From whom?**
  – Faculty, students, and staff

• **Why?**
  – Capture, preserve and distribute
Guidelines: Appropriate

• Kalamazoo College-sponsored
• Permanent contribution
• Complete and ready for dissemination
• Copyright
Not Appropriate

- Education records (except student papers/projects)
- Confidential materials
- Operational materials (departmental policies)
- Commercial purposes
Priorities

1. Time sensitive
2. Easy to gather
3. Multi-purpose
4. Gateway to larger project
5. Useful
6. Neat-o
Current Projects

• **Time Sensitive/Multi-purpose**
  – 175\textsuperscript{th} Anniversary photos

• **Easy to gather/Gateway**
  – Old student theses/posters
  – Newsletters, faculty presentations

• **Useful**
  – Archival materials (College histories)

• **Neat-o**
  – Songs, video
Planning Process

• **Developed a DSpace Service Model**
  – Developed by DSpace planning group
  – Focused on academic materials or materials related to the academic side of the institution
  – Informed all that followed. See: [http://libmedia.willamette.edu/acom/about.shtml](http://libmedia.willamette.edu/acom/about.shtml)

• **Drafted Academic Commons Collection Policy**
  – Policy developed by committee with faculty input
  – See: [http://libmedia.willamette.edu/acom/collection.shtml](http://libmedia.willamette.edu/acom/collection.shtml)
Two Collection Types

The Academic Commons includes two collection types.

• **University Collections**
  – Actively curated by the library, archives, and museum, sometimes in collaboration with other members of the Willamette faculty and staff. These collections are of broad institutional interest and require complex collection management techniques.

• **Community Collections**
  – Maintained by departments and individuals within the Willamette community. Although University policies apply to these collections, they are built primarily around the needs and resources of each department.
Selecting and Prioritizing

• Departments and individuals decide “what’s important to me?”
• The Collection Coordinator and repository team review requests and recommend solution
  – Staff may be assigned to do actual work for the project
  – Consultation and training may be provided to department to manage their own collection
  – A non-repository solution may be recommended
General Criteria

• Meets academic/research needs
• Startup is feasible in the near-term
• Content appeals to a wide audience
• Contains fixed content requiring long-term access
• Creates partnerships
• Tells the story of the institution
Two kinds of criteria

• That’s something we want to keep
  – Student theses
  – Historical documents
  – Faculty research publications

• That’s something we want to do
  – Build a partnership
  – Demonstrate value
  – Explore possibilities
Current Examples

• Theatre Department
  – Photographs of theatrical productions; partnership with Office of Communications

• Art Museum
  – Collaborative NEH Grant

• Faculty minutes
  – Support for Dean’s Office

• Art Department
  – Tackling problem of support for instruction using digital visual resources

• Biology Department
  – Celebration of 100th anniversary

• University Archives
  – Support for EAD and TEI