Agenda

• What is an “Institutional Repository”? 
• Role of the Subject Librarian within an Institutional Repository 
• Other roles: 
  – Research Community 
  – Cataloguers 
  – IT Support
An “Institutional Repository”

- Set of services
- Manage and disseminate digital material
- Organizational commitment
- Long-term preservation
- Organization
- (Open) access
- Distribution
Role of the Subject Librarian

• According to Charles Bailey (2005)

“reference librarians are a library’s eyes and ears”
  - understand user’s needs and perceptions
  - know what is working and what not
  - subject selectors
  - liaison with faculty and departments
  - users: help, information, persuade, teach

• Therefore essential to be involved in: planning, implementation and operation of an Institutional Repository
Do you want to be a Librarian?

Subject selectors

Technology

Index card

User’s needs

Information space

http://www.youtube.com/watch?v=4RGccQFx3U
Prior to Submission
- Clear copyright
- Prepare document

Submitter

Reviewer

Metadata Editor

Available on the Internet via the Institutional Repository
Collection Management

- In Liaising (collaboration) with departments
  - focus areas defined
  - projects involved
  - "grey literature"
  - events
  - lectures
  - intellectual output of researchers: articles, conferences
  - learning material
- Inaccessible, frail research and unique material digitized

- ALL this contributes to Collection Development
Events

Inaugural addresses

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<td>Inaugural address presentation</td>
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<td>Picture taken of Prof. A. Ströh (Dean of the Faculty for Natural and Agricultural Sciences), Prof. I. Cukrowski (Head of the Department of Chemistry), Prof. C.W.I. Pistorius (Principal of the University of Pretoria)</td>
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Focus areas

Focus area collections

- Conference Papers & Presentations (Sustainable Life Cycle Management)
- Media & Communication (Sustainable Life Cycle Management)
- Research Articles (Sustainable Life Cycle Management)
- Research Project Reports (Sustainable Life Cycle Management)
**Accredited International Conferences UP Staff involved**

SATC website for more information

**Letter of Consent**

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<td>Jennings, L. &amp; Covary, N. A partnership towards sustainable transport: the urban transit model</td>
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<td>Vanderschuren, M. &amp; Frieslar, A. Assessment of the improvement strategies for the N1 corridor between Bellville and Cape Town</td>
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<td>Maunganidze, L., Madzudzo, E., Mbara The role of e-banking in reducing transport costs: a case study of Harare</td>
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Digitization
Implementation and management of collections

- Consult experts on scanning, metadata, copyright
- Collection policy:
  - roles and responsibilities specified, workflow, format, material
- Letter of consent
- Copyright cleared
- Procedures
  - File naming
  - Item Control File
  - Backups
- Template/training for submitters
- Manage collection: introduction, mapping, feedback, experts
Prior to Submission
Clear copyright
Prepare document

Submitter

Reviewer

Metadata Editor

Available on the Internet via the Institutional Repository
Role of the Research Community

- Creators of research
- Make available research
- Grant permission for submission
- Submit themselves/ make available Submitter/s
- Add value as Reviewers
- Publish in OA journals
- Publishing journal
Publishing a journal

Verbum et Ecclesia

Community home page

Verbum et Ecclesia is the academic journal of the Dutch Reformed Church at the Faculty of Theology, University of Pretoria. It is accredited by the South African National Department of Education, has an international board of editors, and all articles are peer reviewed. Previously published as Skrif en Kerk.

Vision
Examples: Campus buildings project
A final word on the role of the subject librarian ...

- Integrating UP Space collections and Web pages:
  - Research outputs/Departments
  - Research outputs/Lecturers
  - ClickUP

- Results:
  - visibility on the Web
  - impact on H-index of researcher

- Training of end-user: web accessible, searchable collections
Role of Cataloguers

- Analytical and detail-oriented nature
- Understanding of the importance of balancing the need for standards with the demands for interoperability
- Mediators and creators
- Language, diacritics, and standard making
- Expert knowledge & special skills
- Taxonomies and controlled vocabularies
- Control? Digital arena is constantly changing – rules are never settled and apparently no stability
- Transfer skills
IT Support

• Dedicated IT Support – 10% of time of IR IT Systems Manager
• Technical management
• Bug-fixes and other enhancements
• System monitoring, testing and debugging
• Monitor and upgrade
• Participate on local, national and international level

“In the spirit of openness & sharing, helping others without expecting anything in return”


Conclusion

“Inventing the future requires giving up control. No one with a compelling purpose and a great vision knows how it will be achieved. One has to be willing to follow an unknown path, allowing the road to take you where it will.

**Surprise, serendipity, uncertainty** and the **unexpected** are guaranteed on the way to the future.”

George Land, Breakpoint & Beyond
Bibliography

- Bailey, C.W. The role of reference librarians in institutional repositories. Preprint 4/06/05
Thank you!

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Visit: https://www.up.ac.za/dspace/