CREATING DIGITAL REPOSITORIES

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Digital repositories (DR) are commonly referred to as institutional repositories or digital archives. DR offer a suitable infrastructure for:

- for storage
- management
- Preservation
- re-use and to curate digital materials
main objectives for having a DR:
- to provide open access to institutional research
- to create global visibility for an institution's scholarly research; and
- to store and preserve institutional digital assets, including unpublished literature e.g. Hansards
Introduction Cont’d

• DRs make searching, retrieval and processing of information easy

• Also improve facilities for information sharing and collaboration.
What is a Digital Repository?

A digital repository is an instrument for managing and storing digital content. Repositories can be subject or institutional in their focus.
When do you need a digital repository?

- When in need for more exposure to make documents accessible to many.
- Promoting universal Access.
- Easier information discovery by opening content to service providers such as Google, Google Scholar, and OCLC
When do you need a digital repository?

• When new computational research techniques are available, e.g. text mining, creation of text-data linkages, and identifying and visualizing relationships.

• Continual access to DR works as they have constant URLs, meaning no dead links. Works available to whoever and whenever they are needed.
When do you need a digital repository?

• When you have a wide range of content collection such as conference proceedings, images, and sometimes research data enabling you to integrate and provide access to a wide range of materials.
• When in need of long-term preservation as long as there is ongoing maintenance and back-ups.
What to consider when building a digital repository

• Clear Purpose of the repository

• Trained staff
  - Repository Manager for the ‘human’ side of the DR, content policies, advocacy, user training and a liaison with a wide range of institutional departments and external contacts.
  - Repository Administrator for technical implementations, customisation and management software, metadata, quality assurance, etc.
What to consider when building a digital repository

• Hardware/Software infrastructure
  - Digital repository software comes with minimum requirements or specifications like storage capacity and processing speed for hardware.
  - Software is based on the needs and services of the repository,
  - Always assess the available software platforms.
What to consider when building a digital repository

Software infrastructure options

- Open Source: free to download, but requires some level of expertise to implement and maintain e.g. CDSware, DSpace, EPrints, Fedora, Greenstone).

- Commercial: licensed, may have optional and additional subscription or consulting fees. Software vendor owns, creates, and maintains the source code.
What to consider when building a digital repository

Software infrastructure options

• Service Model: software vendor owns, distributes software platform, hosts and manages data. Software vendor provides additional services at a fee, controls and updates the software source code (e.g. E-Print Services, Open Repository or be-press).
Developing repository policies

• Three policy areas to be addressed:

1. Collection – must be determined by the kind of information housed in the library.

2. Management - entails general rights, responsibilities, types of metadata to be used, and preservation activities to be undertaken.

3. Access - Privacy policies for registered users should be addressed to present a more transparent access policy to library users.
Marketing the Repository

• Populating the repository is one of the greatest challenges for repository managers and results in poor marketing.
• Have the materials and share with your users for them to benefit
• Communicate often with your users.
• Let your users know the benefits of using a DR.
What metadata fields are important?

• Metadata is structured information associated with an object for purposes of discovery, description, use, management, and preservation.

• Different types of metadata can be added by different people at various stages of an information object’s life cycle.
What metadata fields are important?

• Three basic kinds of metadata:
  - Descriptive: helps users find and distinguish objects.
  - Administrative: helps collection managers keep track of objects for purposes file and rights management, and preservation.
  - Structural: documents relationships within and among objects, enables users to navigate complex objects, like chapters of a book.
What metadata fields are important?

- Support of various metadata formats is important for indexing, upload of content, making it accessible and content protection.
- Some metadata element could be mandatory, recommended or optional depending on the type of document.
How to create and apply taxonomy of content.

• Taxonomy - the practice of classifying content.

• used in workflow, to customize defined sections of websites to display specific content based on taxonomy terms
User interfaces for staff (data input) and Users interfaces (search and navigation)

- This category deals with the support of more languages and allows adaptation according to various needs of user and implementation.
- User Interface should be simple and straightforward.
- Interface should provide techniques to detect errors and give simple instructions that the user can understand.
- user interface should be able to support the multimedia information platform.
A well organized simple user interface can easily provide the information that a user wants.
Thank You!!

Zikomo