Digital Repositories

Opening Remarks
- Digital repository: "The technical infrastructure, services, and resources for the storage and management of digital information."[1]
- Increasingly recognized for digitally archiving and allowing access to information
- Offers convenient method for storing, managing, using, and curating digital materials
- Can be vital part of an information strategy
- Can hold a wide range of materials for variety of purposes and users
- Can support research, learning, and administrative functions
- Can take the form of an institutional repository, a preservation repository, digital archives, or digital library

Definitions
- Institutional repository: "A digital repository used to manage and disseminate content on behalf of a corporate body or collaborative and its community. Originally envisioned as a means of digital dissemination of scholarly work, institutional repositories' remit has grown to include other digital repository functions and their contents to include born-digital records and digitized content from archives and libraries. Institutional repositories are especially in use in higher education."[2]
- Preservation repository: "A digital repository that takes measures to extend or ensure the viability of its contents." Hathitrust is an example.[3]
- Digital archives: Similar in purpose to a physical archives, the documents of enduring historical value in a digital archives would be preserved by scanning and storing them electronically, then offering them online to researchers and the general public. Portal to Texas History is an example.
- Digital library: "A service that uses information technology to provide services similar to traditional libraries, including selection and acquisition, cataloging, reference, and preservation, to provide access to information in electronic format. Carries the connotation of information made accessible to a general audience over the Internet." Gutenberg is an example of a digital library.[4]
- These have different purposes and inherent philosophies

Core features
- Digital content;
- Community-driven and focused;
- Institutionally supported;
- Durable and permanent;

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[1] Digital repository, *Dictionary of Archives Terminology* [website], https://dictionary.archivists.org/entry/digital-repository.html, (accessed 16 July 2022).

[2] Institutional repository, *Dictionary of Archives Terminology* [website], https://dictionary.archivists.org/entry/institutional-repository.html, (accessed 16 July 2022).

[3] Preservation repository, *Dictionary of Archives Terminology* [website], https://dictionary.archivists.org/entry/preservation-repository.html, (16 July 16, 2022).

[4] Digital library, *Dictionary of Archives Terminology* [website], https://dictionary.archivists.org/entry/digital-library.html, (16 July 16, 2022).

- Accessible content.[5]

Core functions
- Means for material submission;
- Application of title, author, abstracts, keywords, and other descriptive metadata;
- Access control (digital rights management);
- Discovery support (search engine);
- Distribution function to provide a copy of the digital file;
- Preservation.[6]

Elements of Institutional Repository
- Defined by the institution's activity
- Academic and administrative content
- Well-defined policies and procedures
- Accumulative and enduring
- Open access and interoperability
- Roles and responsibilities of stakeholders

Institutional repositories contain digitized:
- Pre-prints of articles or research reports submitted for publication.
- Texts of journal articles accepted for publication.
- Revised texts of published work with comments from peer reviewers.
- Conference papers.
- Teaching materials.
- Student papers and projects
- Datasets resulting from research projects
- Committee or working group papers
- Works of art
- Photographs
- Audio/video recordings

- These may be protected by copyright held by the creator or the institution, or may be considered open access.

Resources
- Repository platform that can host, manage, and feature content.
- Several choices in platforms such as open-source (e.g., DSpace) or proprietary (e.g., Ex Libris Esploro)
- Hosting on local server
  - Pro:
    - More flexibility and control
    - Faster data transfer

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[5] Gibbons, S. (2004a), Defining an institutional repository, *Library Technology Reports 40*(4), 6.
[6] Gibbons, 2004a, 7-8.

- o Con:
  - Expense and labor on infrastructure and maintenance
- Cloud-based hosting
  - o Access and store remotely
  - o No expense for acquiring or maintaining server
  - o Platform likely offers customer support and software upgrades and security

Potential Issues
- The largest initial barrier to success is the recruitment of content. The entire College would need to "buy-in."
- The Library cannot do it alone.
- The earliest content would likely be pre-existing files on desktop computers or the shared drives.
- Word of caution: development and maintenance of a digital repository is a large undertaking.
- Too few resources and too much data can overwhelm the project.
- This would need to be accomplished in pre-planned stages.
- This would need to be a collaborative effort of shared expertise for rules and guidelines, content creation, submission process, access privileges, and maintenance.

Benefits
- Academic work available on the Internet at little to no cost will be accessed more widely through metadata harvesters and search engines than analog materials offered in expensive traditional journals.
- Academic work in a digital repository is likewise accessible to a world-wide audience thereby increasing the reach and impact of the output and the College.
- Allows for common collecting, curating, and storage of digital assets and alleviates the problem of individual silos.
- Provides a workspace for ongoing ventures, and for collaborative or large-scale projects.
- Supports student work, and provides location for e-portfolios.
- Assists in introducing the College to interested parties, including prospective faculty and staff, potential students, and other stakeholders.[7]
- Fosters community outreach by offering a digital repository platform to historical and genealogical organizations in the College's service area.

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[7] Gibbons, S. (2004b), Benefits of an institutional repository, *Library Technology Reports 40*(4), 11-14; Benefits of digital repositories, *Queensborough Community College* [website], https://qcc.libguides.com/c.php?g=301716&p=2019401, (accessed 16 July 2022).