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# Establishing an institutional repository

- No longer a technological issue
  - Online storage costs have dropped significantly; repositories are now affordable
  - Standards like the Open Archives Initiative -Protocol for Metadata Harvesting (OAI-PMH) are now in place
  - Open source and commercial software platforms are available for an institution wishing to develop an institutional repository. (DSpace, E-Prints and many others)



# Establishing an institutional repository

- The challenge consists of managerial, organizational and cultural issues
- The biggest problem:
  - to persuade faculty members and students to submit documents for inclusion
  - to be able to handle the workload (in the long run)



# Background figures for the University of Oslo

- Every year 2200 students should/could submit a thesis
- Every year 3000 scientific staff members should/could submit/selfarchive 5000-6000 scientific articles/reports



#### Progress so far

- 1642 full text documents in DUO
  - 1455 student theses
  - 13 dissertations
  - 171 reports
  - 2 books
  - 1 article

#### Number of downloads (last 12 months) 35151 downloads = average 26

Faculty	Full text	Downloads	Average
HF	166	4517	27
JUS	466	10726	23
MED	77	1230	16
MN	347	5056	15
OD	11	163	15
TF	0	0	0
SV	390	11340	29
UV	28	1746	62



#### **Usages**

- 40 000 50 000 searches per month
  - 50 % from the University of Oslo
  - 20-30 % from abroad



### **Starting point**

- We should design a system that administratively could handle an everincreasing workload
- To survive we had to distribute the workload to many parties
- We had to communicate clearly what we want to do and get the support from the university, the scientific staff members and of course the library staff members



# Step 1

- To develop a strategic plan for the institutional repository at the University of Oslo
  - The plan was comprehensive and covered 5 years, 2003-2007



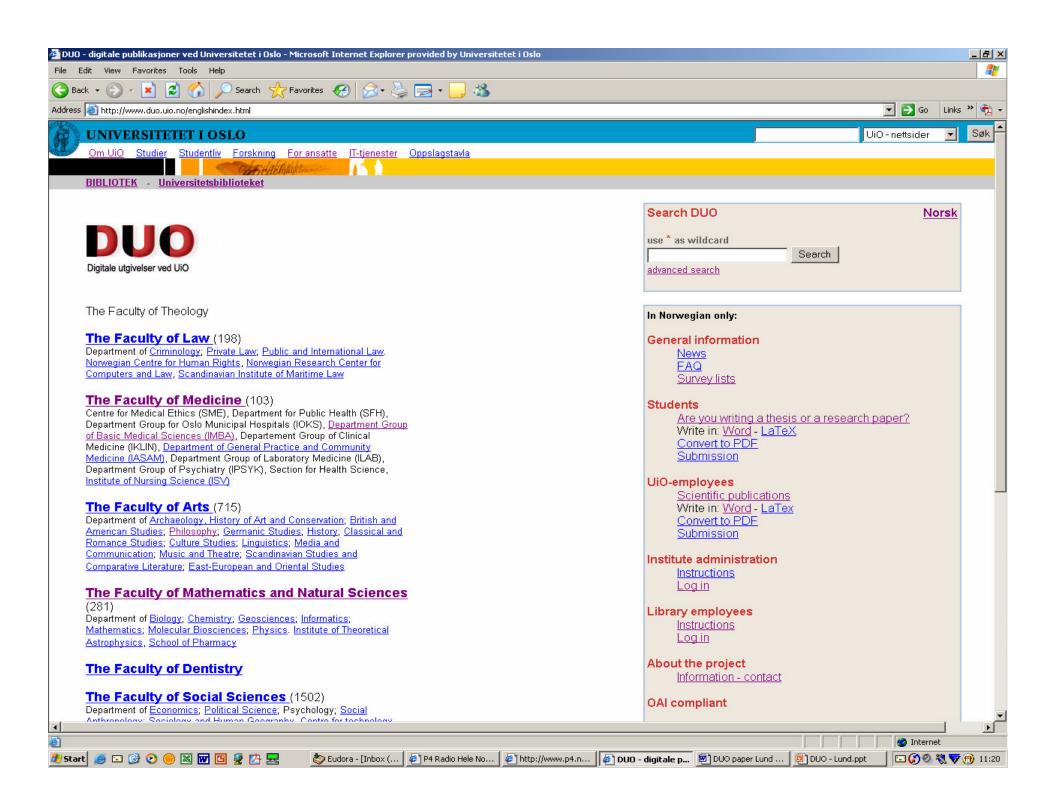
### Step 2

- To streamline the administrative system
  - Electronic publishing and the development of an institutional repository will affect everyone, i.e. students, scientific staff members, departmental faculty administration and library staff members
- Simple administrative routines
- It must be clear to everyone who is responsible for what



### Step 3

- To write up-to-date web-based information for everyone involved. Specific information was produced for:
  - Students
  - Scientific staff members
  - DUO administrators at the faculty departments
  - DUO administrators at the library
  - General information
    - FAQ
    - News
    - About the project including all minutes





#### Step 4 – To market DUO

- Every faculty department have
  - one contact-librarian for DUO
  - one DUO-administrator
  - a local DUO-page
- The librarians have visited their departments to market DUO and to get feed-back on DUO



#### **Step 5 - To train the users**

- Information about DUO should be included in all library teaching for:
  - all students preparing to write theses
  - all scientific staff members attending information skills programmes
- The DUO-project has developed teaching packages to be used during these classes



#### **Step 6 – Conversion to PDF**

- The users must submit their documents in PDF and in a text format (Word, Latex)
  - Word template developed to ensure easy conversion to PDF
- The users are responsible for converting the documents to PDF
- Campus license for Acrobat distiller



## **Step 7 - Copyright**

- Authors retain the copyright
- Authors grant to DUO the non-exclusive right to make the document available in DUO
- To reduce the administrative work we hope to introduce electronic contracts in the near future, i.e. an accept button when you submit your document, instead of written contracts as we have today



#### **Step 8 – The transfer to e-only**

#### In the future:

- the optional printed version must be produced from the electronic version
- the University of Oslo Library will only handle the electronic version and not the printed version



#### **Student theses**

 Our aim is that from 2006 it will be compulsory for all postgraduate students to submit their theses electronically



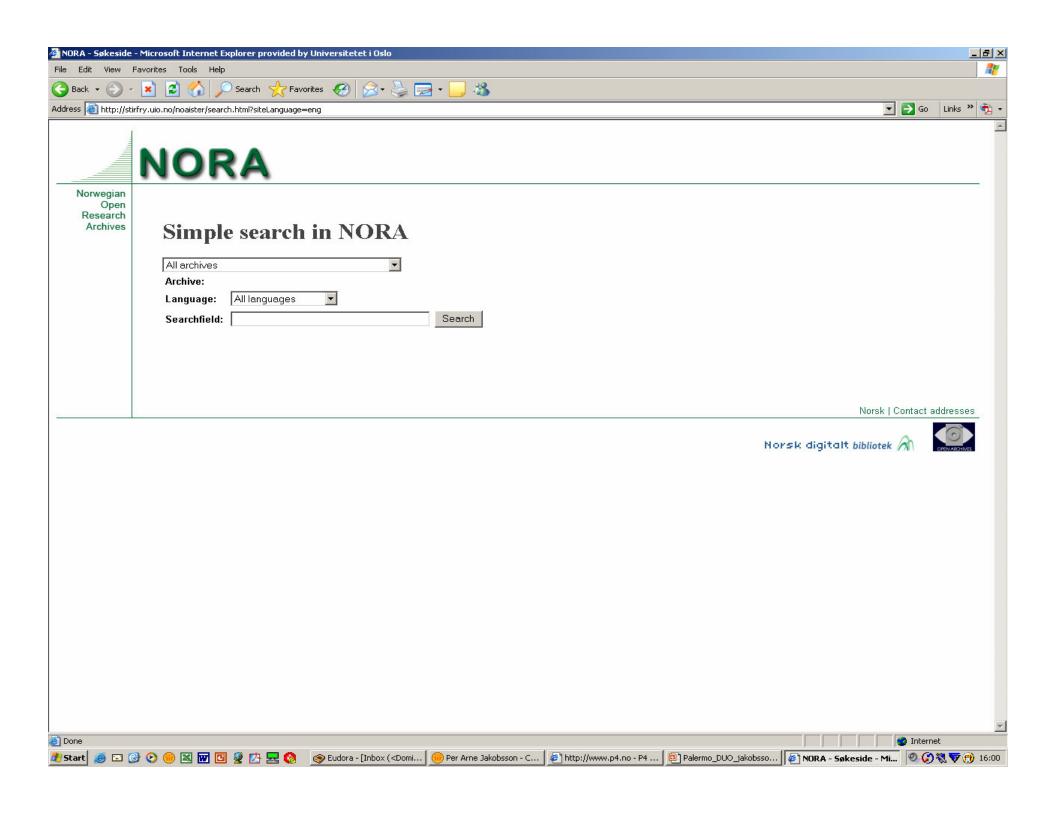
#### Capturing journal articles

- FRIDA is the research documentation system and it is compulsory for scientific staff members to the register their production in FRIDA
- In the near future scientific staff members will be able to self-archive journal articles through FRIDA and the metadata and full text will be automatically transferred to DUO



# NORA - Norwegian Open Research Archives

- A national gateway for institutional repositories in Norway
  - Financed by The Norwegian Digital Library at the Norwegian Archive, Library and Museum Authority
  - First project meeting 6th of April 2005
- Harvest metadata from all Norwegian institutional repositories
- Create a common database with advanced searching facilities
- Common metadata model
- Common subject category system





#### Conclusion

- The strategic plan has been an important tool in communicating the aims of the project and in getting the support of the university, the scientific staff members and of course the library staff members
- It is a challenging task to change the behaviour of 3000 scientific staff members and the 2200 students who produce theses each year
- By using a systematic approach we will hopefully reach our goal that all student theses will be deposited in DUO
- Today there are few self-archived articles in DUO
- Our strategy for boosting the number of self-archived articles within the next year is by integrating DUO and FRIDA and by introducing a Norwegian gateway for institutional repositories



#### Conclusion

Setting up an institutional repository is hard work but it is part of the digital infrastructure of the modern university

Thank you for your attention!

