Digital Archives: Vibrant and Vital to Your Institution

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Abstract

Libraries in North America have been leading the way in the establishment of digital archives, often called institutional repositories, for their universities on the internet. Many such repositories have had limited success due to imperfect or unknown institutional policies, the lack of institutional support for the repository, and the limited interest of faculty members on contributing and using the repository. It is our goal to increase awareness and understanding among faculty members and the general public of the benefits of a digital archive. The Nelson Poynter Memorial Library at the University of South Florida St. Petersburg has initiated a project to increase awareness of the benefits of a digital archive and to encourage faculty members to contribute to the repository.

Why do it?

- Facilitates changes in scholarly communication—improves access
- Increases institutional visibility
- Preserves materials
- Makes connections to other resources
- Increases collaboration
- Promotes research, scholarship and individual achievements
- Documents institutional history
- Assists with disaster recovery

An Institutional Repository...

- Captures digital collections and preserves the intellectual output of a defined community
- Includes services and policies to manage and disseminate the collection

It's not just for universities or faculty!

Planning

- What is your timeline?
- Who will be involved?
- How will you measure success?
- Who will pay?
- What kinds of technology will be needed?
- What policies will be needed?
- How will the repository be marketed?

What to consider:

- Document document policies
- Describe institutional policies and community roles
- Document the structure and name the archive
- Catalog the types of communities and their limits
- Establish communities
- Establish policies and procedures for submissions and withdrawal
- Establish standards for metadata
- Set standards for institutional commitment to preservation
- Establish procedures for copyright, permissions, and access

Types of collections

- Informational
- Administrative
- Primary resources for research or study
- From the faculty
- From students
- For groups only or also individuals
- Born digital or digitized

Challenges to overcome

- Cultural
  1. Intellectual property. Educating about open access, Technophobia
  2. Technical
  3. Time, identification of content and communities, Acquisition of content

Institutional commitment

How will you guarantee the integrity of the files and the stability of the archive?

Presentation available at:
http://dspace.nelson.usf.edu/xmlui/handle/10806/4472

Budget

- Staffing
- Hardware and software
- Server capacity, backup costs
- Operating system
- Database set-up
- Licenses and certificates
- Registration with other services
- Attending meetings and conferences

Digital preservation strategies

- Bitstream copying
- Refreshing
- Durable/persistent media
- Digital archaelogy
- Analog backups
- Migration
- Emulation

Strategies for growth

- Identify and acquire content
- Promote, promote, promote
- Align closely with instructional or community programs
- Develop searching guides
- Integrate the archive into other sites

How do we measure success?

- Expanding access to materials
- Capturing grey literature
- Enhancing instruction
- Highlighting individual achievement
- Increasing institutional visibility
- Integrating different types of content
- Increasing collaboration across your community
- Integration with other sites and resources