Institutional Repository Survey Results

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Introduction

On April 25, 2013, we hosted a session at the joint Oregon Library Association / Washington Library Association (OLA/WLA) annual conference. The title of the session was "The Changing Roles of Repositories: Where We Are and Where We Are Headed." In preparation for the session, we developed a survey based on an earlier survey administered to Association of Research Libraries (ARL) member libraries.[1] Our survey asked Institutional Repository (IR) managers for their view of the current state of IRs so we could compare results with the earlier survey. As the primary audience at our conference session was likely to be from Oregon or Washington, we initially thought we would only survey IR managers in those states. Before launching the survey, though, we decided to expand the scope of the survey audience to include any repository managers regardless of geographic location in the hope of increasing the response rate.

For the purposes of the survey, we adopted a slightly revised version of the definition of an IR used in the ARL survey. We defined an IR as a permanent, institution-wide database of diverse, locally produced digital works (e.g., article pre-prints and post-prints, data sets, electronic theses and dissertations, learning objects, and technical reports) that is available for public or institutional use. Our definition includes IRs that might not be operating under an open access model. Consortia IRs are also included in the scope of this project. Not included in our definition are scholars' personal Web sites; academic department, school, or other unit digital archives that are primarily intended to store digital materials created by members of that unit; or disciplinary archives that include digital materials about one or multiple subjects that have been created by authors from many different institutions (e.g. arXiv.org).

Methods

The survey consisted of 20 questions and was created using Qualtrics software. The survey launched on February 4, 2013 and closed on March 15, 2013. An email inviting survey participants was distributed to relevant mailing lists including: Libs-Or, PNLA-L, Lita-L, ETD-L, Scholcom, DSpace-general, and EPrints-general as well as to individual repository managers. A reminder email was sent halfway through the survey period.

The raw survey data is available for download[2]. 235 survey responses were logged by the Qualtrics software, but 132 contained no answers to the survey questions. We believe these were the result of automated bots. Another 26 survey responses were considered incomplete as less than 30% of the questions were answered. The following report is based on the responses of 77 completed surveys.

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[1] University of Houston Libraries, Institutional Repository Task Force, Charles W. Bailey, Jr., chair. *Institutional Repositories*. SPEC kit 292. Washington, DC : Association of Research Libraries, Office of Management Services, 2006. http://publications.arl.org/Institutional-Repositories-SPEC-Kit-292

[2] http://archives.pdx.edu/ds/psu/9401 or http://hdl.handle.net/2376/4357

Brief Findings

Software

A variety of IR software platforms were reported with some institutions using more than one platform for different departments or types of objects. DSpace was the most widely used software platform with 39% followed by Digital Commons (26%) and CONTENTdm (11%). One institution with no resources to buy or support an IR platform reported using the free hosted version of Omeka.

Content

Post-prints were ranked as the most difficult type of content to obtain for the IR. Dealing with copyright tied for third overall greatest challenge faced by repository managers. One respondent noted on both these trends, "Academics and researcher rather put their articles, and in many cases the full text of articles, on sites like: Academia.edu, Research Gate, ResearcherID, etc. They don't necessarily have copyright clearance from the publishers to do this. The biggest challenge is to get postprint copies of academic research for the IR."

Funding

When asked about the annual costs for ongoing operations of the IR including IT costs, the highest response rate was for "unknown" – an indication of the dispersed nature of funding for IR programs. The open ended comments show that most repository managers are aware of the salary costs of IR staff, but that the IT costs are hidden.

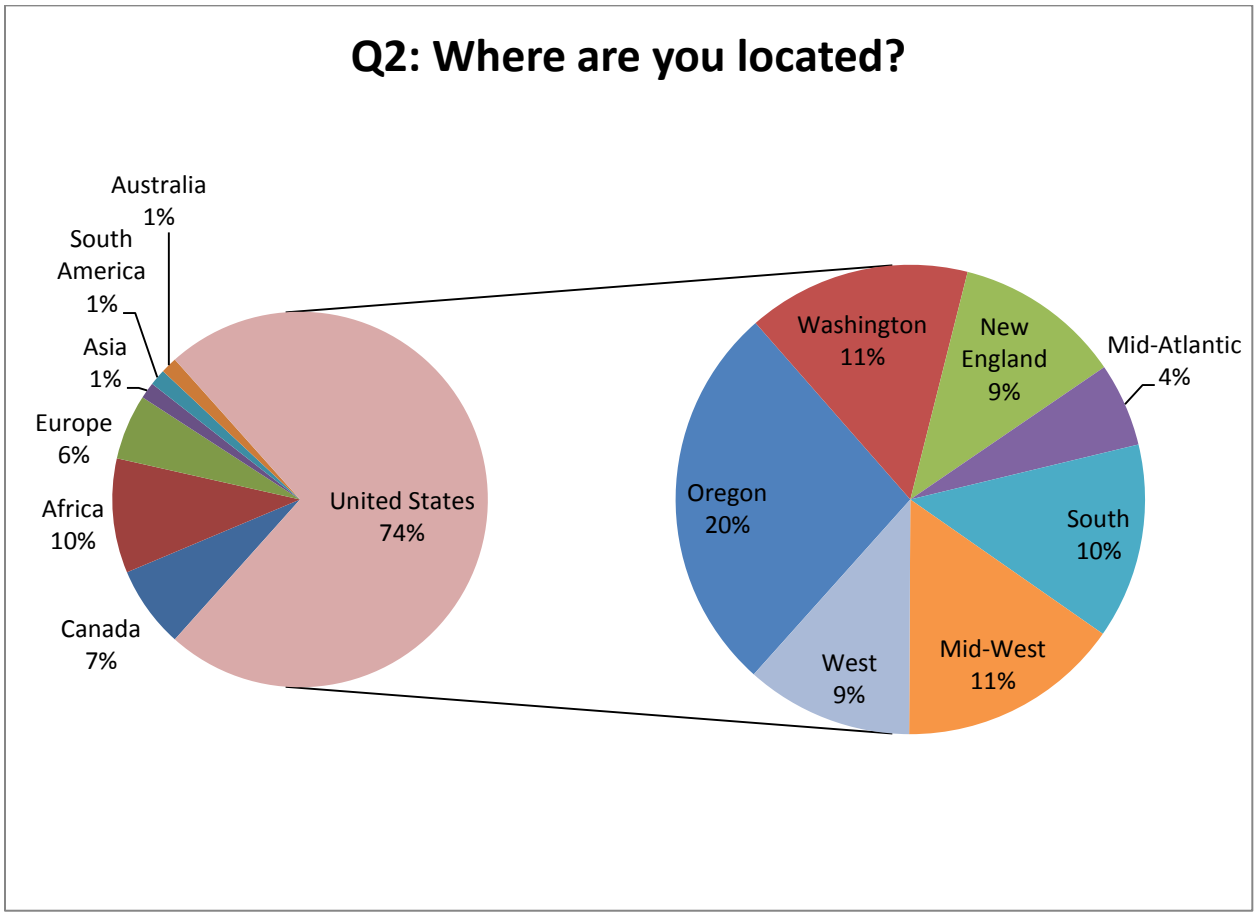
Faculty Engagement

Faculty engagement was ranked as the number one overall challenge for repository managers. One comment illustrates a common problem: "Most of the time we can't upload the final version of the article due to copyright and the faculty doesn't want the preprint or postprint because they're not the final 'word' – a serious dilemma."

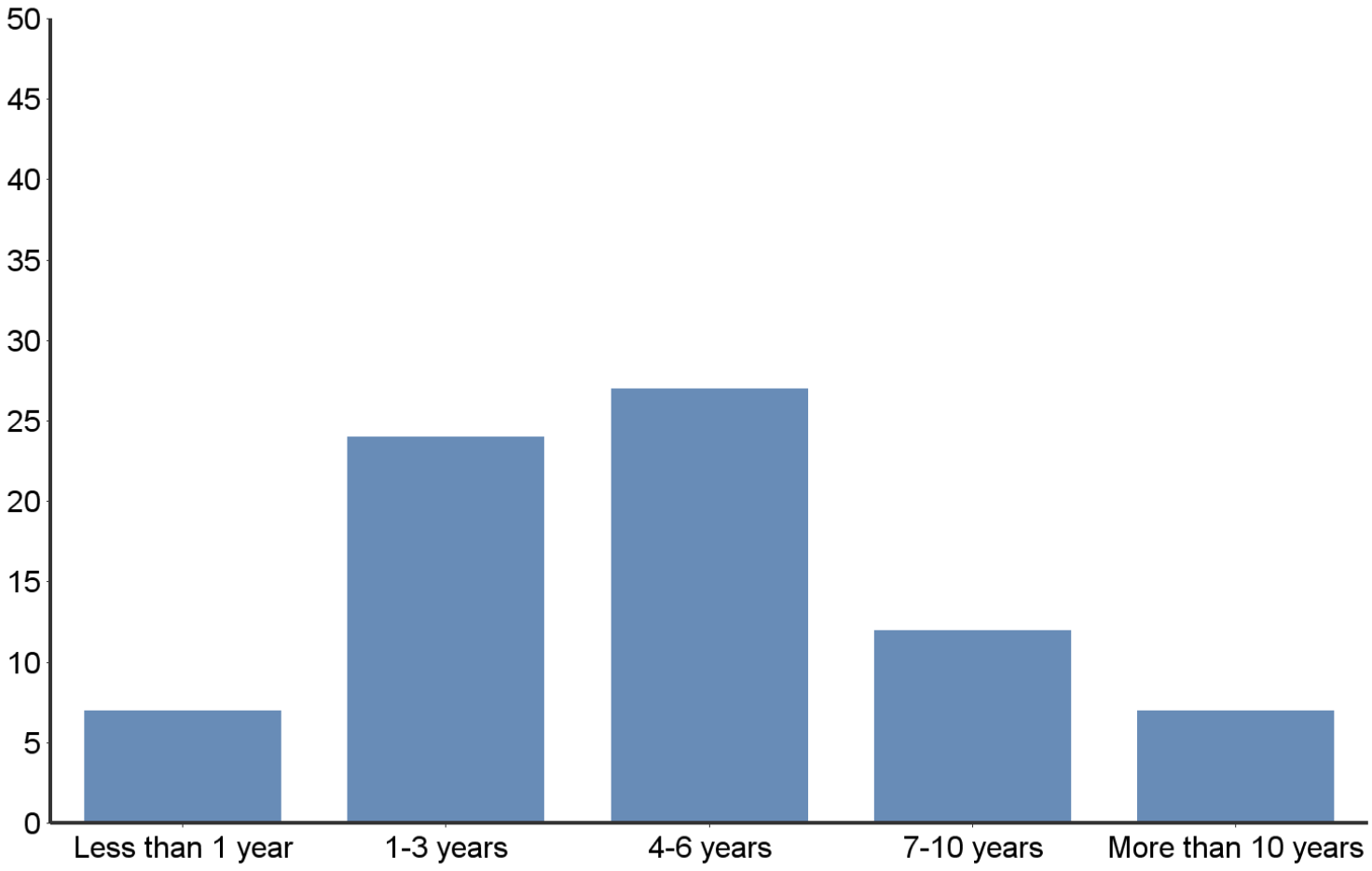
Staffing

When asked open ended questions about staffing levels and department affiliations, the respondents' answers reflected a wide variety of workflows. It appears that IRs lack the standardization often found in other library work like cataloging or acquisition. Most surveys showed that IR work was spread over many departments and not concentrated in one location: "One of the things that makes our IR work is the small efforts of many people." An analysis of the open ended staffing comments shows a mean FTE of 0.63 for librarians, 1.29 for other professional staff, 1.41 for support staff, and 0.71 for students. The category of support staff had the most FTE, possibly because of the demands of checking copyright and supporting mediated deposit procedures.

Q2: Where are you located?

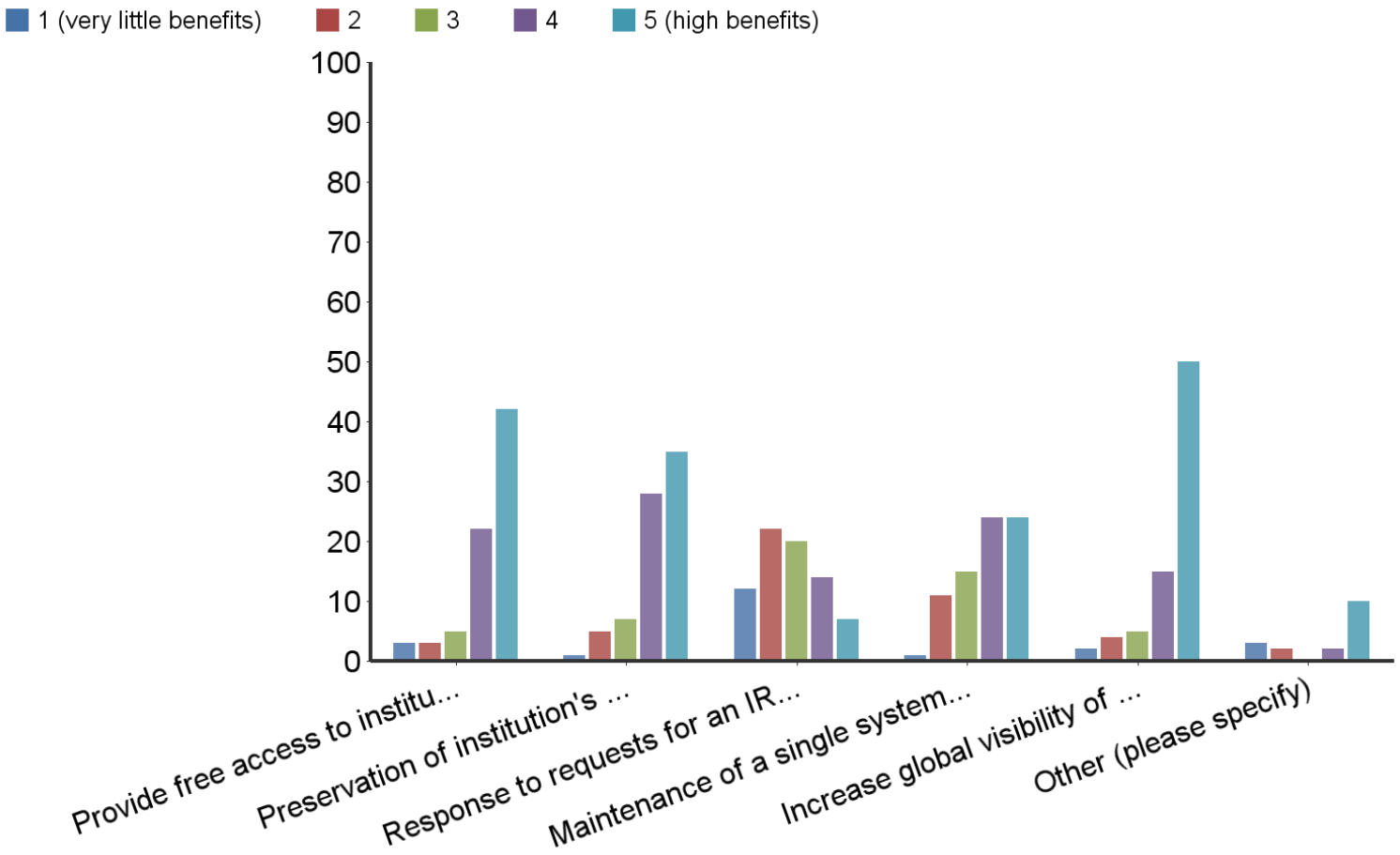


Q3: How long has your institution had an institutional repository (IR)?



Answer	Responses	%
Less than 1 year	7.00	9.09%
1-3 years	24.00	31.17%
4-6 years	27.00	35.06%
7-10 years	12.00	15.58%
More than 10 years	7.00	9.09%
Total	77.00	100.00%

Q4: Thinking back to the planning stages of the IR, rank the anticipated benefits (On a scale of 1 to 5 – where 1 is very little and 5 is a great deal)

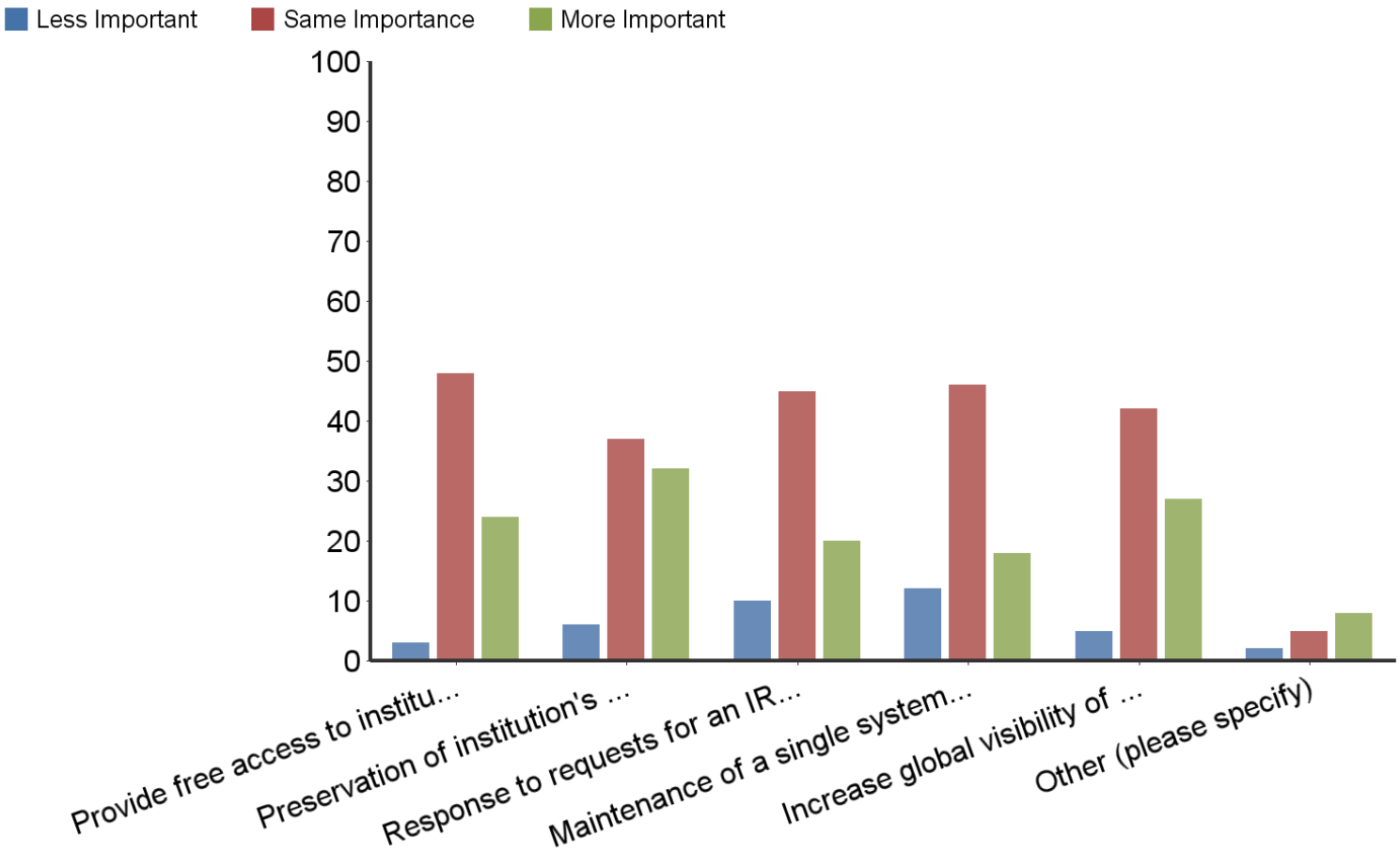


Question	1 (very little benefits)	2	3	4	5 (high benefits)	Responses
Provide free access to institution's scholarship	3.00	3.00	5.00	22.00	42.00	75.00
Preservation of institution's scholarship	1.00	5.00	7.00	28.00	35.00	76.00
Response to requests for an IR from faculty, staff, or students	12.00	22.00	20.00	14.00	7.00	75.00
Maintenance of a single system to collect and organize institution's scholarship	1.00	11.00	15.00	24.00	24.00	75.00
Increase global visibility of institution's scholarship	2.00	4.00	5.00	15.00	50.00	76.00
Other (please specify)	3.00	2.00	-	2.00	10.00	17.00

Q4 “Other” responses:

Rank	Response
5	ETDs
5	Provide internal access to history and scholarly output.
	publishing opportunities
5	compliance with government regulations (Library and Archives Canada will only be harvesting ETDs as of 2014)
5	Manage Electronic Theses and Dissertations
5	Keeping the Library at the heart of promoting scholarship on campus
4	Having a means to manage any type of digital content collection
5	Increase citation counts
2	help administration by collecting and organizing faculty research
5	A place to capture ETDs for the Graduate School
4	ETDs
5	To be an early adopter of technology to shape its progression

Q5: Now that you have implemented the IR, do you think the anticipated benefits are less or more important than you originally thought?

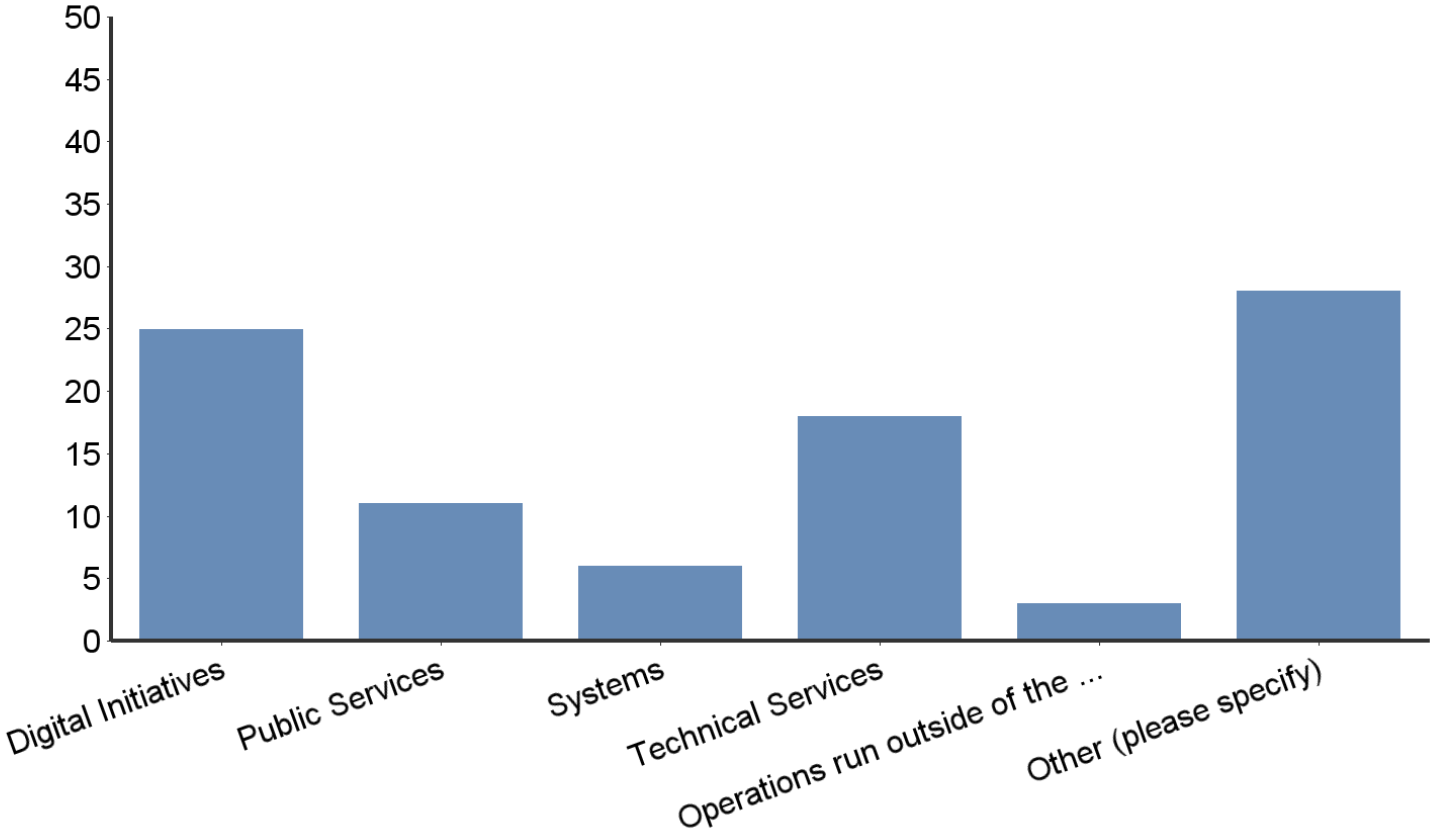


Question	Less Important	Same Importance	More Important	Responses
Provide free access to institution's scholarship	3.00	48.00	24.00	75.00
Preservation of institution's scholarship	6.00	37.00	32.00	75.00
Response to requests for an IR from faculty, staff or students	10.00	45.00	20.00	75.00
Maintenance of a single system to collection and organize institution's scholarship	12.00	46.00	18.00	76.00
Increase global visibility of institution's scholarship	5.00	42.00	27.00	74.00
Other (please specify)	2.00	5.00	8.00	15.00

Q5 “Other” responses:

Rank	Response
Same Importance	ETDs
More Important	publishing opportunities
More Important	Ability for faculty to see usage metrics of work
More Important	Electronic Theses and Dissertations
Same Importance	Having a place to manage any type of digital content collection
More Important	A software that provides library publishing services such as journals, conferences (event software)
More Important	ETDs
Same Importance	Technology

Q6: What library department oversees the day-to-day operations of the IR (e.g. editing records, uploading content, training users)?



Answer	Responses	%
Digital Initiatives	25.00	32.47%
Public Services	11.00	14.29%
Systems	6.00	7.79%
Technical Services	18.00	23.38%
Operations run outside of the Library	3.00	3.90%
Other (please specify)	28.00	36.36%
Total	91.00	100.00%

Q6 “Other” responses:

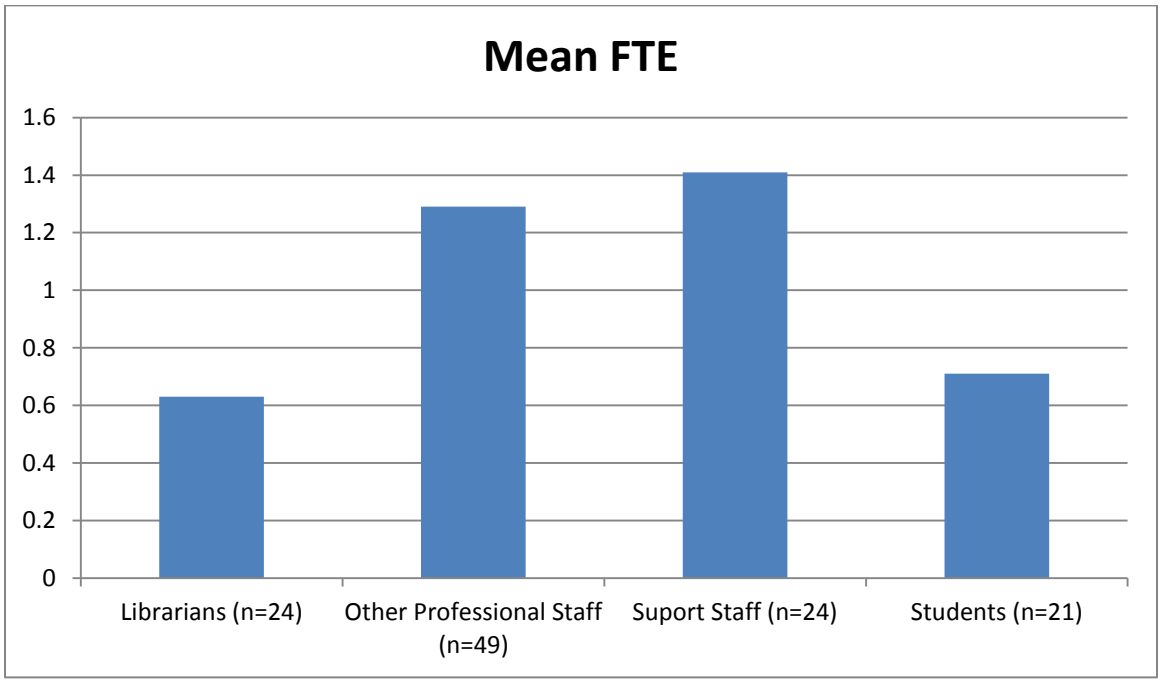
Scholarly communications
Center for Digital Scholarship and Services (used to be Tech Services)
Volunteer
We don't have departments within the library, but we do collaborate with a seperate IT dept.
Digital Library Services
Archives
Library Technology
Digital Scholarship Services
Collections & Acquisitions
Research Services
Desktop Network Service in the IT Division
Own department
Information Technology
Academic Liaison with support from eServices (Cataloguing)
Scientific communication
Scholarly Communications Office
Collections
distributed workload among several staff members
Dean's office
Scholarly Communication (includes Digital Initiatives)
duties are split among digital initiatives, collection development, and cataloging
Archives
Library
We have only 6 librarians. All of us are reference. I also electronic resources.
Subject librarians are also used to help with copyright clearance
both systems and public services
Archives (but we have no one training users)
Special Collections

Q7: Describe the staffing levels for the IR, include systems staff (e.g. repository manager (1 FTE), graduate assistant (.5 FTE), system administrator (.1 FTE))

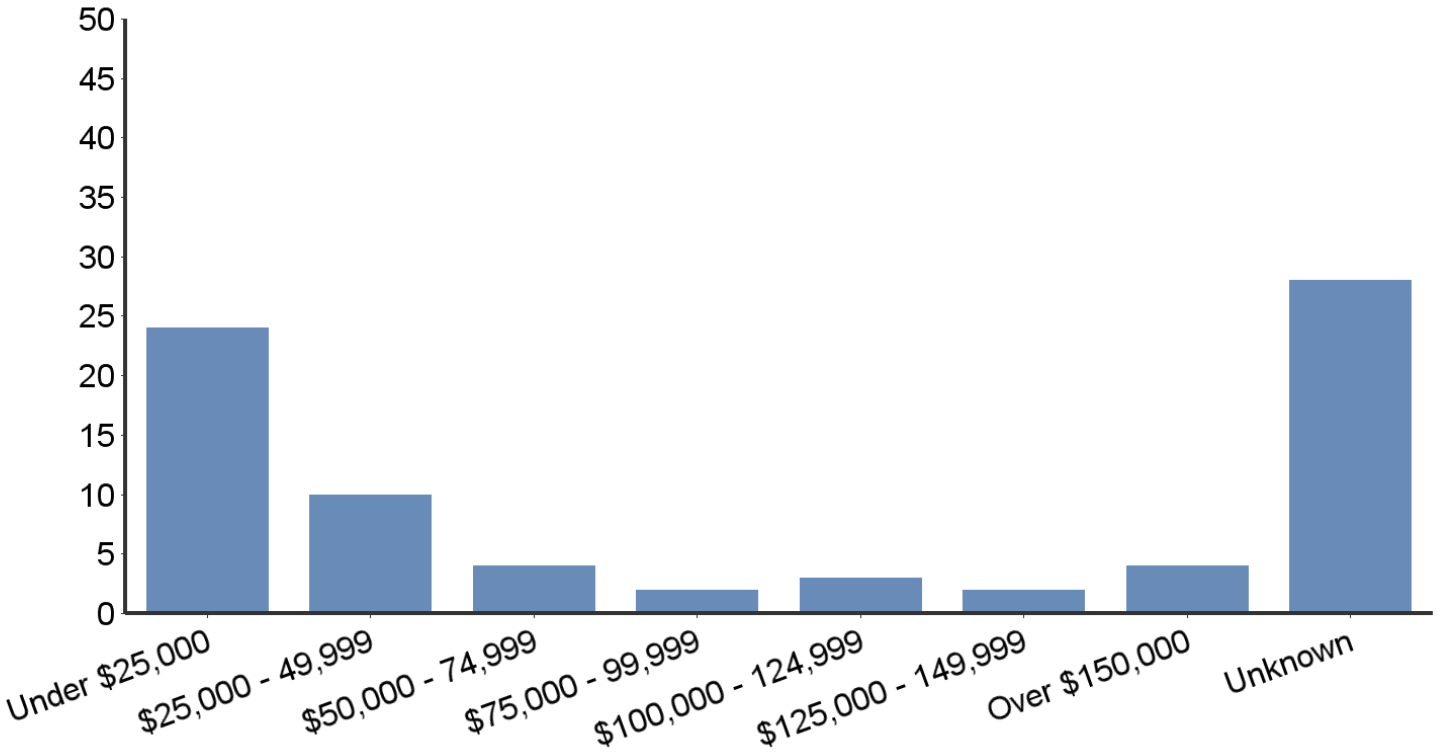
Repository mgr .5 FTE Systems admin .1 FTE Head, Dig Scholarship .1 FTE Scholarly Comm Librarian .1 FTE
I am the repository manager, and it is about half of my job. I have a sys admin on call for server issues, and one developer that gives a bout 1/5 of his time. That's it.
Rep manager (0.5 FTE)
Repository Manager (.5 FTE) Repository Coordinator (.5 FTE) Support Staff (2.5 FTE) Developer (.5 FTE) Systems Administrator (.1 FTE) Misc. Faculty Time (.25 FTE)
Digital Scholarship Svs Librarian (1 FTE) Digital Repository Coordinator (1 FTE)
Scholarly communication librarian 1 FTE 3 student employees (40 hours per week between them)
Librarian .2 Systems .1 Support staff .2
Repository manage (1 FTE) Statewide digital collection project manager (1 FTE) Research data project manager (1 FTE) Digital data curator (1 FTE) Data architect (1 FTE) Web developers (4 FTE) Technical repository administrator (.75 FTE) Repository project coordinator (1 FTE) Student assistants (1.25 FTE)
Repository manager (1 FTE), student workers (~1.75 FTE).
occasional volunteer
IR is managed as part of "other duties as assigned" - essentially one staff member with occasional assistance from others
Repository manager .5 FTE Each Liasion in takes on outreach keeping on top of faculty research as a small part of their role.
repository manager (1 FTE), student assistants (1.5-2 FTE)
repository manager, faculty position (1 FTE) process staff (1 FTE) student staff (.5 FTE) department head (.20 FTE) faculty member with primary assignment other things, but IR (.10)
1 FTE-Repository Manager/Outreach .25 FTE-Metadata Librarian .5 FTE-Graduate Assistant .25 FTE-Sys Admin .25 FTE-Web Developer
Repository manager (1 FTE), repository assistant (1 FTE), systems administrator (0.1 FTE), programmer (0.5 FTE), work-study student (0.25 FTE), scholarly communication intern (0.1 FTE), communications coordinator (0.2 FTE)
1.25 FTE
.35 Library specialist .25 Digital Scholarship Librarian .25 Archivist/Spec Collections Librarian .15 Library Director
repository manager (1 FTE) Archivist (.25 FTE) Other contributors = (.25FTE) One of the things that makes our IR work is the small efforts of many people.
1 full-time repository manager. The computer programming staff (2 full-time) provides assistance to our entire digital library, including the repository.
IR Manager (1 FTE) Staff entering and moderating records (4 FTE)
Repository manager (1 FTE) Systems administrator (1 FTE) Senior software developer (2 FTE) Information architect (1 FTE) Production coordinator (1 FTE)
repository manager 0.1 FTE library assistant 0.3 FTE
1 FTE
.5 FTE repository manager .3 Systems adminstrator .4 systems technician .25 library paraprofessional

1 FTE .5 FTE
.75 FTE repository coordinator .20 FTE systems
1 Librarian repository manager (1 FTE), 1 library staff (.5 FTE), 4 student assistants (1 FTE)
Repository Manager (Library) 0.4FTE Systems Administrator (IT Services) 0.2FTE Repository Administrators (Library) 0.4FTE
1 repository manager (0.5FTE)
Small part of Technical Services Librarian and Electronic Resources Librarian's time
Repository manager (1 FTE) Repository programmer (1 FTE) Repository technician (1 FTE) Systems Admin (.05 FTE)
repository manager is also collections management librarian - no official FTE established for IR work, although it's probably between .33 and .4 FTE; student worker assistant at 10 hours a week (40 hours during the summer)
0.25 FTR librarian
repository manager (0.8 FTE) repository librarian (1.0 FTE) repository assistant (1.0 FTE) systems administrator (0.25 FTE) we also have a service agreement with an external contractor
Manager 0.1FTE Administrator 0.2FTE Cataloguers (0.2 FTE each (x3)) Developer 0.8FTE
2 staff .1 FTE 1 staff .3 FTE 1 librarian .3 FTE 1 student .05 FTE
We do not have a repository manager. I suppose the archivist is the repository manager but she has no time to manage the IR given her other responsibilities. Thus, the IR is mostly becoming a repository for student theses.
Repository manager (.15 FTE) Staff assistant (.25 FTE)
Project manager 0.5 FTE programmers 2.5 grad assistant 0.5 archivist 0.5
Repository manager (1 FTE), librarian (1 FTE), students (.5 FTE)
collection development librarian/repository manager (.1 FTE); cataloging librarian and staff member (.2 FTE); systems admin (.1 FTE)
Coordinator (1 FTE), student assistants (2 FTE)
(0.5 FTE) - Scholarly Communications Librarian/Archivist - time is split between repository, archives, and multiple other demands. Additional project-based (mostly student) help is provided at times.
repository administrator, systems administrator: 1FTE
.8 FTE (publishing and repository services)
Sys adm .2 FTE Repository manager .5 FTE (more than one person)
1 IR Manager 1 IR Systems Administrator 12 Metadata Editors
I don't fully understand the question as written. Of those who maintain & update the system, we use less than 5% time/week of 1 FTE Librarian, 1FTE systems admnin, .75 asset specialist.
.5 FTE
Digital Collections and Metadata Librarian (.5 FTE) Processing Staff (1 FTE) Archivist (.2 FTE) Head of Historical Collections and Archives (.1 FTE) Students (.75 FTE)
repository manager (.5 FTE) systems administrator (1 FTE)
repository manager, 1 fte technical services: one staff who trains and uploads: 2/3 fte, one 1/2 fte metadata staff one staff 1/4 fte uploads, copyright permissions one hired UG student 10 hours per week
.5 FTE Digital Projects Technician
Repository Manager 1 x half day assistant Systems support by IT staff member
Repository management: 2 FTE centrally + ca 2FTE at faculty libraries System administration + development:

1.5 FTE
systems administrator (.25 FTE) repository manager (.5 FTE) student workers (.25 FTE or less)
repository manager -- 0.5 FTE; graduate assistant -- 0.25 FTE
.33 FTE repository manager/systems administrator
systems administrators (2), repository manager (1), reference librarians (3), support staff in different units (7). All have varying responsibilities and levels of participation
Scholarly Communication Librarian (.5 fte); Digital Repository Resident Librarian (1 fte); Staff Assistant (1 fte); student assistants (.5 fte)
1.5 FTE
Repository manager: 1 FTE Systems administrator: .5 FTE Graduate assistant: .8 FTe
College of Graduate Health Sciences - Assistant Dean for Academic Affairs manages the servers and post metadata and documents.
Repository manager, .25 FTE, assistant manager, .25 FTE, graduate assistants 1 FTE
Repository manager (about 1/2 of her job, .5 FTE), software developer (perhaps 1/4 FTE), Web designer (perhaps 1/4 FTE), volunteers (.1 FTE) and student workers (.1 FTE).
.5FTE Librarian
Repository manager Librarian I Librarian II
librarian
repository manager (.5FTE) staff (2 FTE)
0.5 FTE
repository coordinator 1 FTE, student workers (.5 FTE)
SC librarian/repository manager .5 FTE SC staff records processor .75 FTE
1 FTE



Q8: What is the annual cost for the ongoing operation of the IR (including IT costs)?



Answer	Responses	%
Under $25,000	24.00	31.17%
$25,000 - 49,999	10.00	12.99%
$50,000 - 74,999	4.00	5.19%
$75,000 - 99,999	2.00	2.60%
$100,000 - 124,999	3.00	3.90%
$125,000 - 149,999	2.00	2.60%
Over $150,000	4.00	5.19%
Unknown	28.00	36.36%
Total	77.00	100.00%

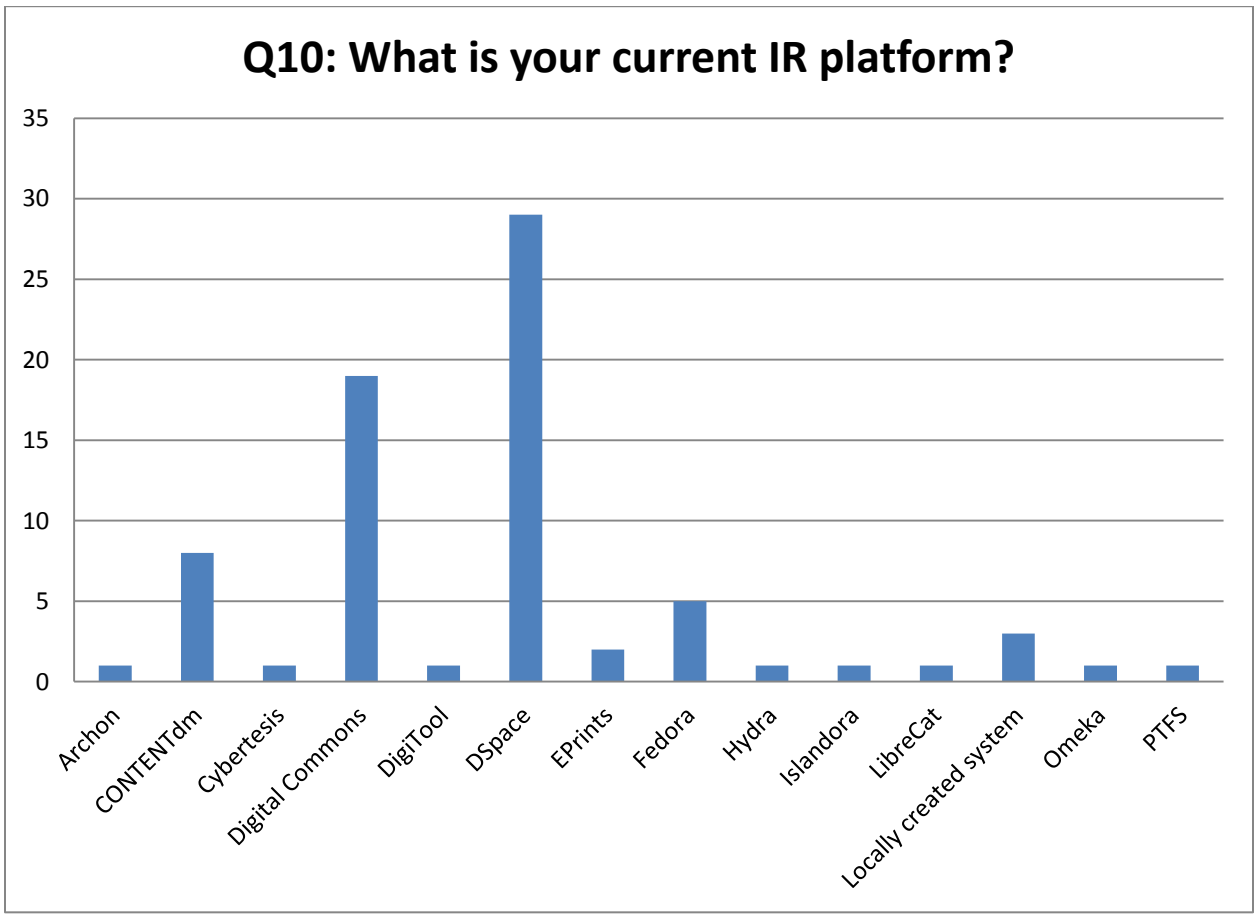
Q9: Please explain how funding works for the IR. For example does your IR operation have stable funding for on-going operations? Is the IR program a line item in the budget?

Personnel has stable funding, but otherwise no stable funding; personnel can and does change
Currently my time is funded by grant money, the time our systems is absorbed in the regular library budget. The grant ends this year at which point all costs will be in the library's budget. My job description had been expanded to include repository management.
Included in the library budget
The funding has been absorbed into current costs. No line items.
Yes, line item on the library budget.
stable funding for ongoing operations
Absorbed into normal staff operation costs
Only one small project is grant-funded. The majority of IR is an integral part of library operations, similar to collection development and acquisitions, or access services, or bibliographic instruction.
No stable funding, just the repository manager's salary and students' wages. Occasional expenditures include registration as a Handle issuer. IT support is provided on a project basis.
No funding - it's scraped out of general operating expenses
IR is funded by the institution (school of law) and is included in the annual budget request and allocation
The IR is budget line right now.
Funding is mainly through supporting the department of which the IR is one of two major responsibilities
Stable funding for the staff lines, but no line item in the budget.
We share our IR with our digital collections division. Technical support and storage are managed through funding provided to the Library Information Technology Office as part of their annual budget. Personal dedicated to the IR are on hard money provided via central funding from the university to the library.
Yearly grant from Corporate.
Line item in library budget
Staff funding paid from library budget, IR funded initially by Provost, now line item.
The repository manager is paid through the library budget. Materials and marketing costs come from the digital libraries' budget, which is allocated through our library budget. I am not sure of other budget specifics.
Even though I am the IR manager I don't have any budget for which I am responsible. All budgeting and staffing level decisions are taken at a higher level inthe organisation and I just implement and operate the system.
Line item, I believe
ongoing operations as part of digital initiatives - no specific line item
It is part of the fund of the Library
Our IR is not a line-item. Costs are subsumed in general staffing and operations of the library.
The IR receives funding as part of the overall library budget (which is very small)
IR is part of digital collections generally, and not separable.
Our OhioLINK consortium pays for DSpace maintenance and servers using central consortial funding. This will change in the future, but for now, we have no direct costs for the hosting and maintenance of our IR.
General system admin, maintenance and support is in the annual IT Services budget; staffing to support and advocate for the repository is in the annual Library budget Technical customisations, enhancements and

upgrades are undertaken in-house with support from @Mire consultancy
Investment funding from the Provost added to base to cover IT costs and staffing
Our IR uses the ContentDM that comes with our World Cat subscription
This cost is mostly for salaries. Three of us are permanent, full-time, and one is temporary, full-time. The IR program is not a line item in the budget.
IR comes out of library budget - we have just moved to make this a line item, although we did not receive specific funding designated for this in our latest budget. We have endowed funds that we can use to supplement our budgeted funds for costs of the software.
the IR software is a line item in the budget; no other funding towards it is stable
Stable funding in the Library budget
Within existing budgets, and unclear about priority of allocation. No specific IR funding as such.
Costs are rolled into preexisting personnel and software/hardware line items.
It is a line item in the budget.
The IR is not a line item in the budget. At my institution, we have been trying to build momentum for and IR but it is progressing slowly. We are currently collecting born-digital copies of graduate theses and are making them available in a CONTENTdm instance that is paid for by Special Collections and Archives. So essentially, our current budget for the IR is $0. We are seriously thinking about purchasing Digital Commons, but it would have to be out of the library's discretionary budget. We would like to get to the point where we can show the university administration the value of an IR so the IR could become a line item.
Funding for staff inlcuded above. All operations costs borne from general library operations budget
Line item, stable
the only consistent funding is for salaries. the storage was purchased up front and we don't have recurring funds for equipment because none of the machines is dedicated only to the IR.
Joint project with the Library and the Office for Research.
No specific funding allotted to IR. Physical server on which the IR is hosted was provided through grant funding. Some funds have been provided on an as-needed-basis to provide replacement hardware.
Costs are absorbed into library running costs.
Stable library budget line
Part of IT budget
Funded by Library budget
Part of total library department budget.
Not sure. At this time there is no budget specified. Any cataloguing costs are absorbed by the system. Staff costs as well. It is not a high priority as we are a public library system.
Currently, we have a line item for our IR software. We are in the process of trying to secure funding for a more robust program that will include funding for software, stafe, and IT.
that information hasn't been made available to the IR manager
Our funding is stable. The IR is a line item budget for annual software / services costs.
The work to add materials to the IR is part of the overall responsibilities of our Digital Projects Technician. There is no line item for it in the budget except for her salary.
All part of the Library annual budget, no extra funding.
The IR have stable funding in the budget.
IR program is a line item in the budget.
no line in the library budget; no additional funding; one time money for upgrade the system;

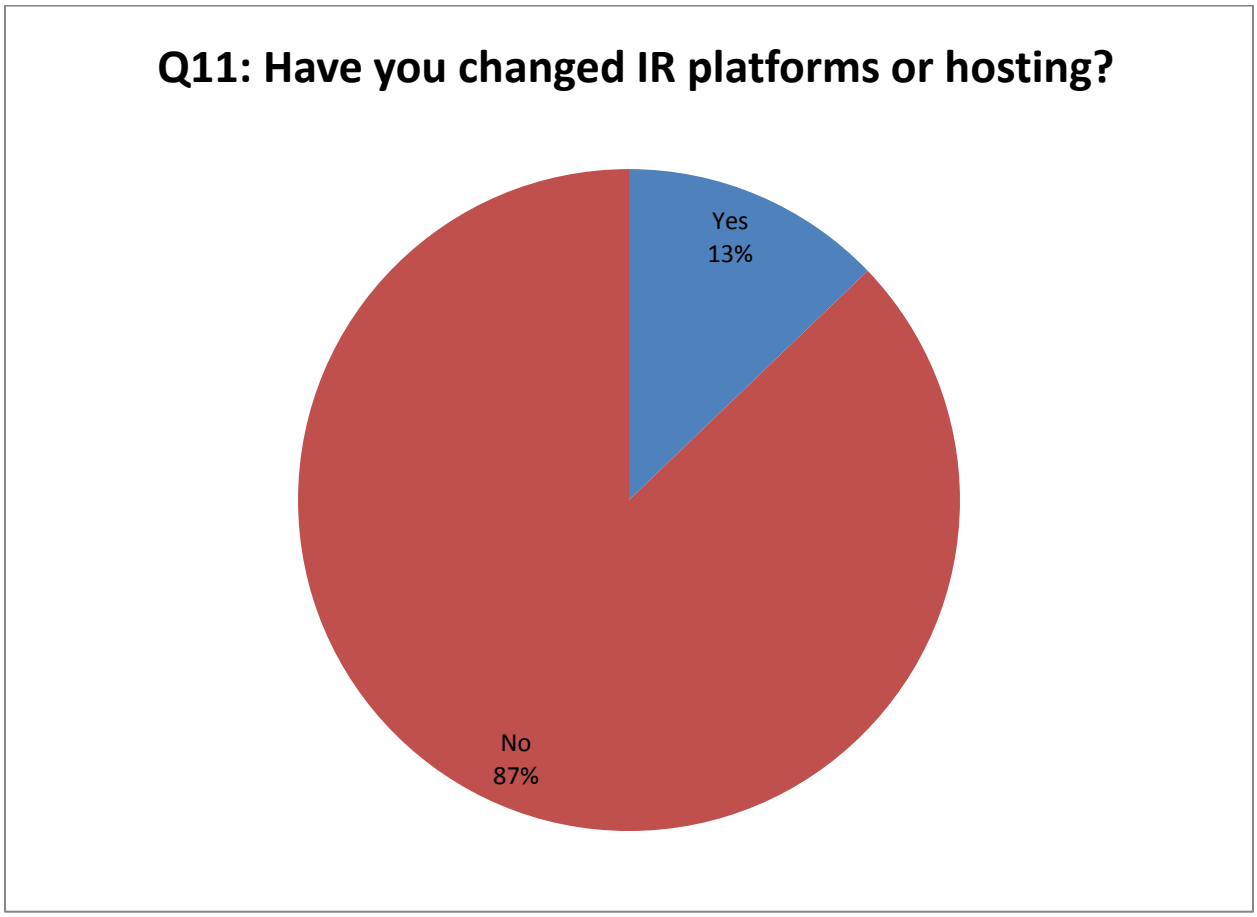
Currently paid from Acquisitions budget. Reorganizing library budgets to ensure stability.
Funding, including staffing, for comes out of the library's general budget.
My salary and the staff assistant's salaries are paid out of the library budget. The student assistants are work study so we only pay a fraction of their salaries. The Digital Repository Resident Librarian's salary is funded from partnerships with the Graduate School, the Office of Research, the Provost's Office and the University Library. The software (bepress) is a line item in the acquisitions library budget.
not a line item
Part of the library budget
The IR operation has a stable funding.
Server space provide from institutional resources. Maintenance provided by the College of Graduate Health Sciences which is include with graduate student obligations and support.
We have stable funding.
The IR doesn't belong in a single budget line. We created here, so almost all the ongoing expense is manpower divided between IT and the library.
Part of Library's Operating Budget
yes
No
IR program program is a line item in budget and comes from university funds
Part of maintenance agreement of ILS
Half funded by library, half funded by Office for Research
various funding sources, including gifts
We had no preexisting digital projects. We will keep coss minimal while we build a body of material. We are using Omeka on hosted server space at $10 per month. This is the same cheapie account you might buy if you wanted to make a personal website. It's a shared server account. That funding is stable. Meanwhile, we will gather born digital material, assess and price digitization projects, and match funds we may have to digitization projects. So, our fixed costs are very low, but when we have funds we will instead use those to build the body of material in the repository.

Q10: What is your current IR platform?



Answer	Responses	%
CONTENTdm	8	10.81%
Digital Commons	19	25.68%
Digitool	1	1.35%
DSpace	29	39.19%
EPrints	2	2.70%
Fedora	5	6.76%
Greenstone	0	0.00%
Hydra	1	1.35%
Islandora	1	1.35%
Other	8	10.81%
Total	74	100.00%

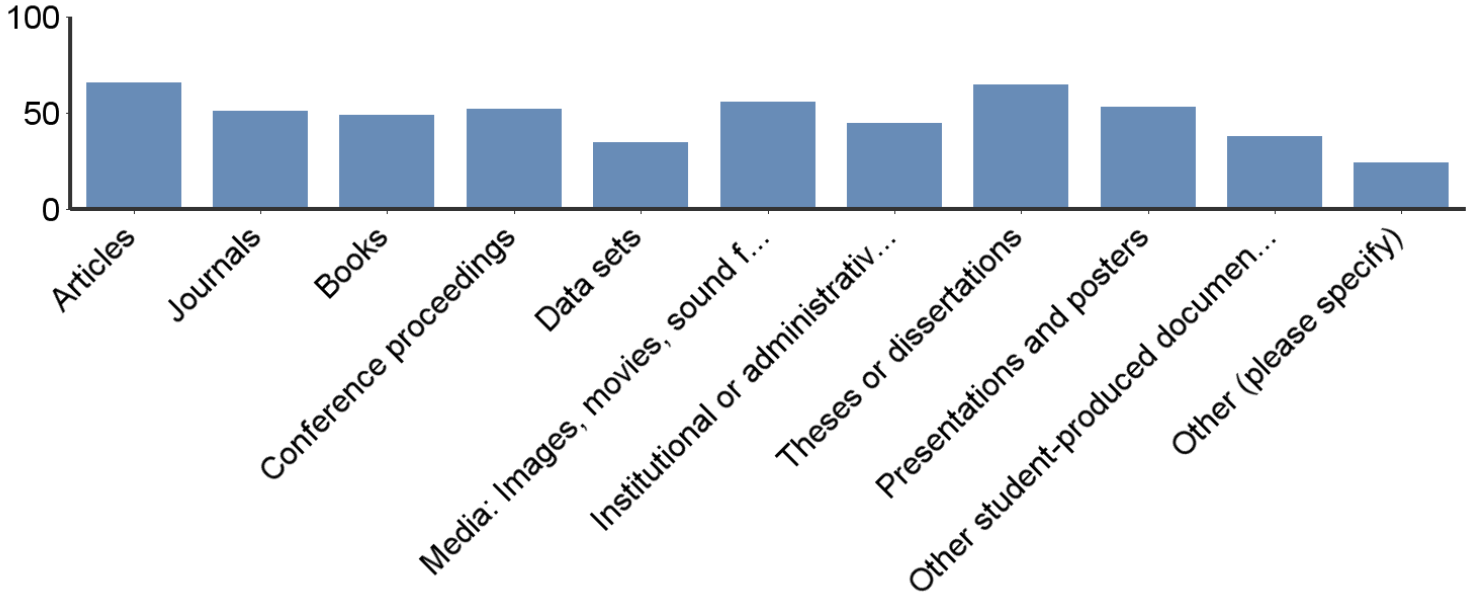
Q11: Sine the launch of your IR, have you changed platforms or hosting?



"If Yes, please explain" responses:

While constructing hosted locally, moved to Amazon on going live.
We had played in DSpace before, but never committed to it full time.
ETDs were originally hosted on a separate platform. Merged into EPrints in 2009
We are busy moving to a new platform: Content Pro
We switched from EPrints to LibreCat due to lack of requested functionality in EPrints
We were locally hosted, then shifted to off-site hosting by a vendor, and have now brought the IR back to in-house management
Moved more current server platform
Began on Bepress, moved to locally hosted DSpace, migrated to locally hosted Fedora
DSpace support by institutional ICT, was minimal. Better to have control in library

Q12: What types of materials are located in your IR? (Check all that apply)

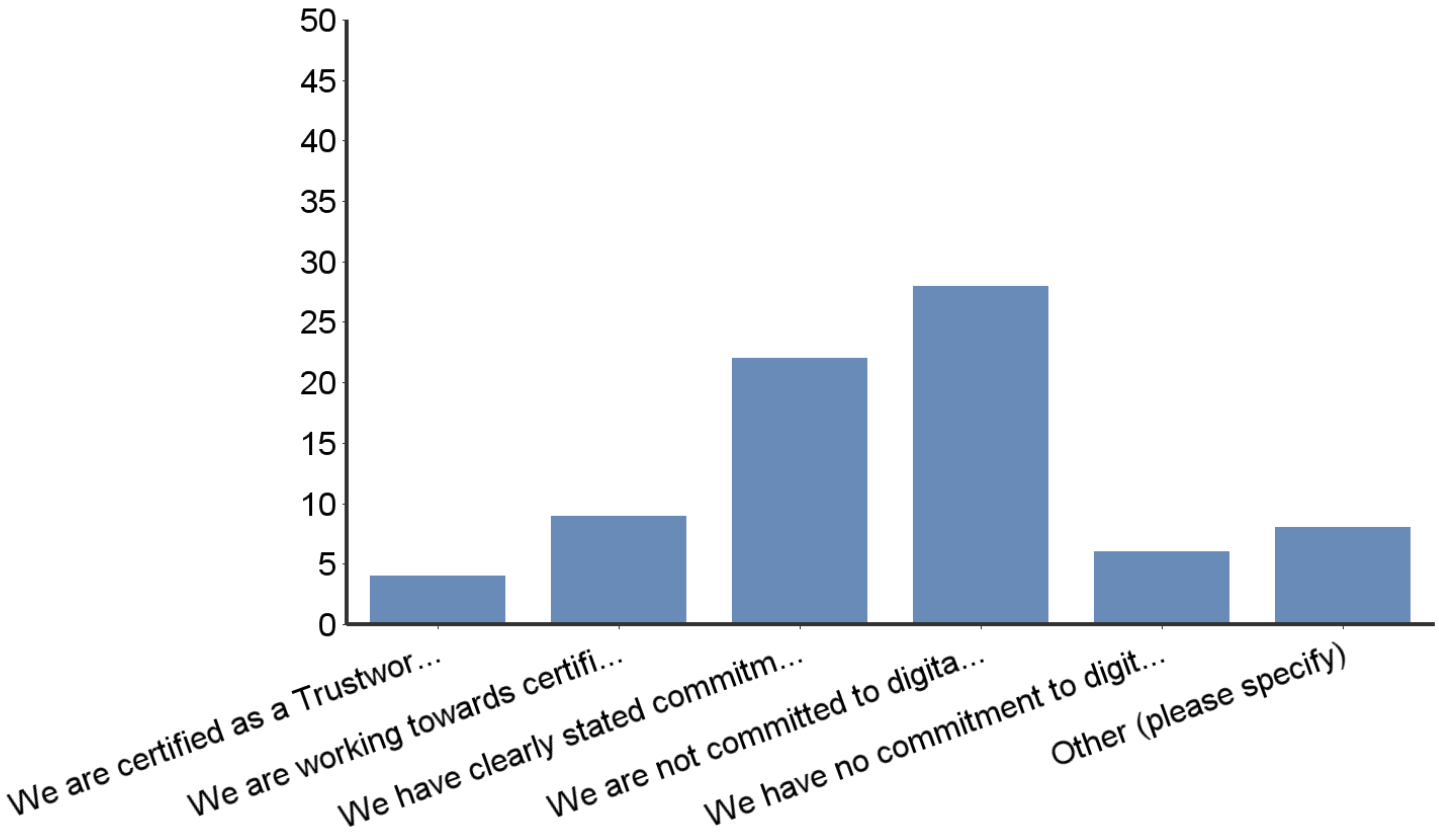


Answer	Responses	%
Articles	66.00	85.71%
Journals	51.00	66.23%
Books	49.00	63.64%
Conference proceedings	52.00	67.53%
Data sets	35.00	45.45%
Media: Images, movies, sound files, etc.	56.00	72.73%
Institutional or administrative documents	45.00	58.44%
Theses or dissertations	65.00	84.42%
Presentations and posters	53.00	68.83%
Other student-produced documents (newspapers, magazines, papers)	38.00	49.35%
Other (please specify)	24.00	31.17%
Total	534.00	100.00%

Q12 “Other” responses:

government documents
Articles from existing magazines & newpapers (scanned, not origital)
Documentation of artwork and exhibits.
special collections materials
Art Gallery Exhibition Catalogs
Archival photographs and special collections material
Archival materials, technical reports
University Archives materials
Patents
Graduate student projects
Grey literature and department newsletters
Question papers
Student papers, preprints, book chapters,...
congressional testimony, book chapters,
White papers
technical reports and other types of grey literature
Honors projects
conferences, peer-reviewed series
Newspapers; Posters; Photographs and other still images
Senior theses, grey literature (e.g., working papers, technical reports), academic blog posts, computer code
Some special collection type material (historical newspapers, old photographs, etc)
white papers from an interdisciplinary office on campus
Government Documents
Library department archives; architectural drawings/plans; photographs, etc

Q13: What is the IR's level of commitment to digital preservation?

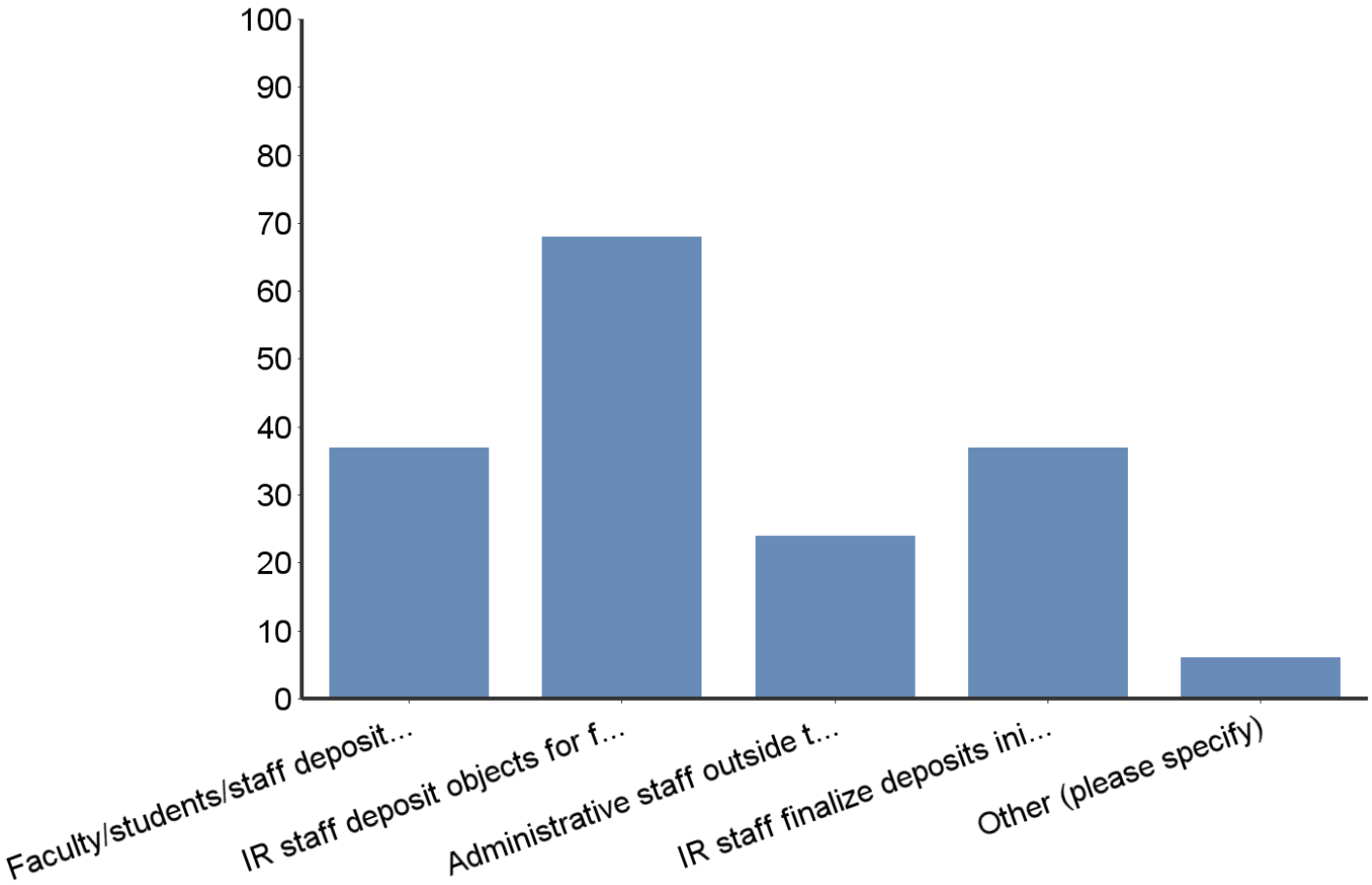


Answer	Responses	%
We are certified as a Trustworthy Digital Repository	4.00	5.19%
We are working towards certification as a Trustworthy Digital Repository	9.00	11.69%
We have clearly stated commitments to preserve specific file types (include format migration, emulation, etc.)	22.00	28.57%
We are not committed to digital preservation beyond backups (i.e. checksums)	28.00	36.36%
We have no commitment to digital preservation	6.00	7.79%
Other (please specify)	8.00	10.39%
Total	77.00	100.00%

Q13 “Other” responses:

We have basic digital backup currently, but are shortly planning on joining LOCKSS
we are in the beginning stages of planning preservation for specific file types
Formal policies towards digital preservation are not in place yet, part of future strategic plans
there is no formal policy with regard to digital preservation
We are in the process of articulating both commitments to and infrastructure for preservation.
In development both locally and statewide
We have established and robust sets of standards for long-term preservation; however I am not sure if we are officially certified as a Trustworthy Digital Repository
We are in planning stage for this

Q14: What is the deposit procedure for the IR? (Check all that apply)

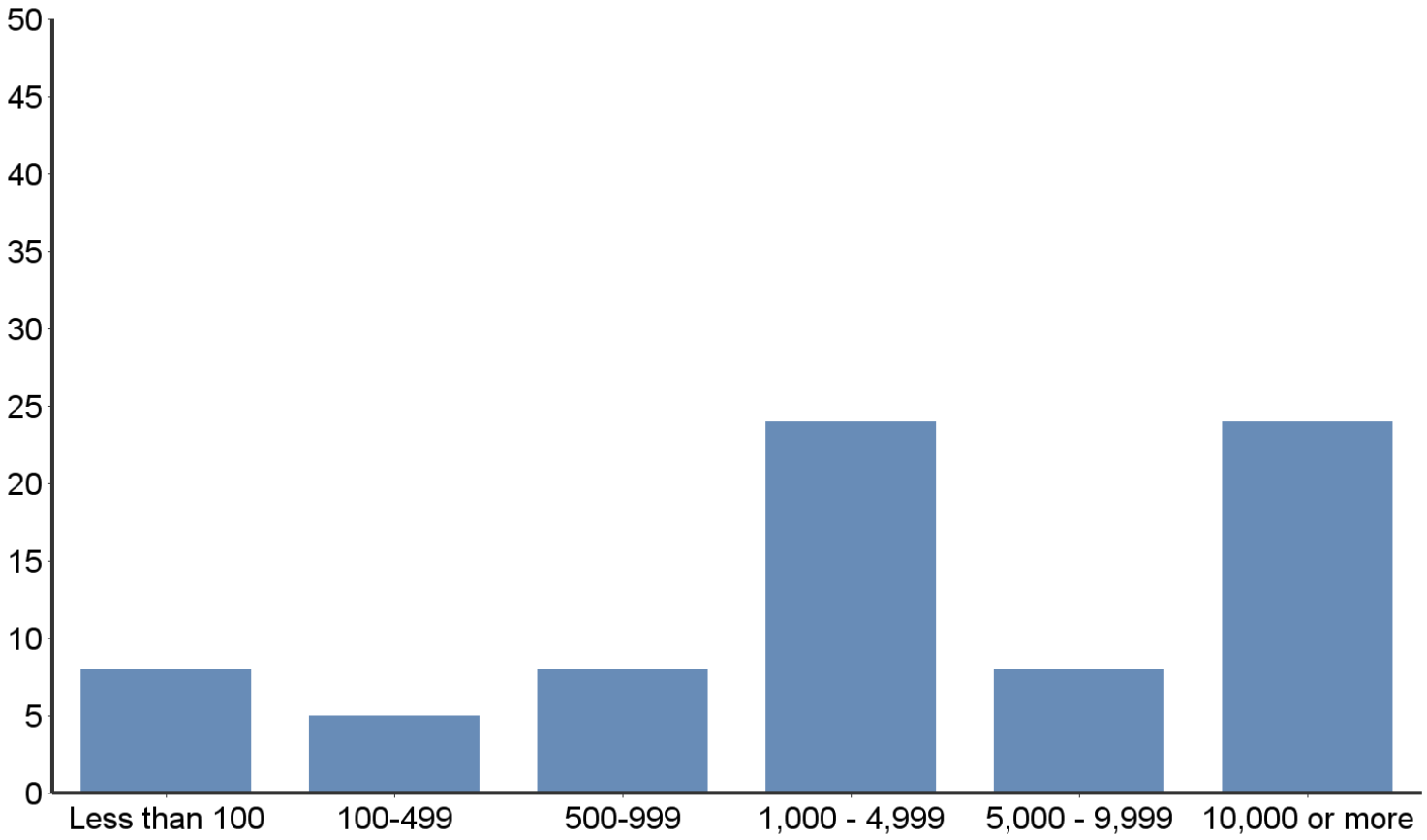


Answer	Responses	%
Faculty/students/staff deposit objects directly	37.00	48.05%
IR staff deposit objects for faculty/students/staff	68.00	88.31%
Administrative staff outside the library deposit objects on behalf of faculty/students/staff	24.00	31.17%
IR staff finalize deposits initiated by others (e.g. add/review metadata, check copyright compliance, etc.)	37.00	48.05%
Other (please specify)	6.00	7.79%
Total	172.00	100.00%

Q14 “Other” responses:

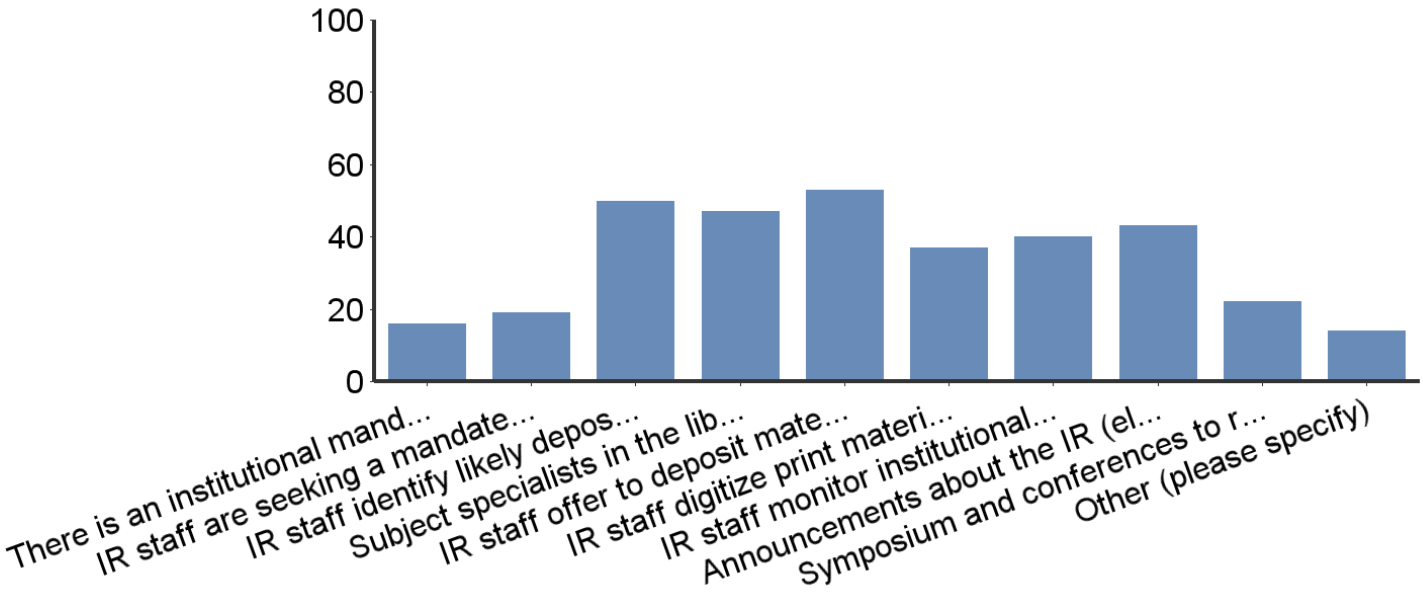
Haphazard
BioMed auto deposit via sword
Library technical services staff increasingly deposit objects
Extension deposits own materials
Gov. Docs. come from the GPO
Library staff provide materials

Q15: How many records (including metadata only) are currently in your IR?



Answer	Responses	%
Less than 100	8.00	10.39%
100-499	5.00	6.49%
500-999	8.00	10.39%
1,000 - 4,999	24.00	31.17%
5,000 - 9,999	8.00	10.39%
10,000 or more	24.00	31.17%
Total	77.00	100.00%

Q16: What strategies have been used to recruit content? (Check all that apply)

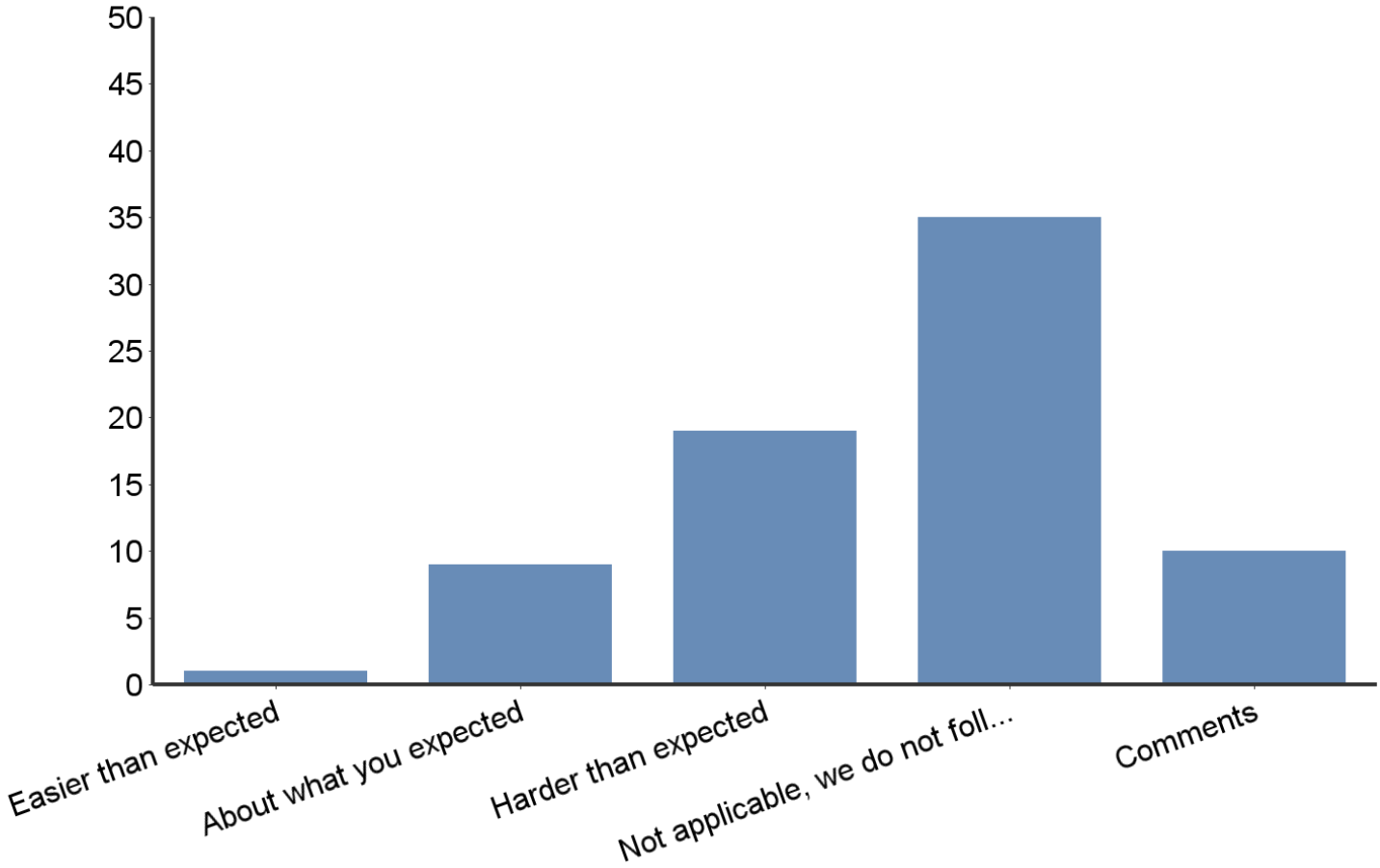


Answer	Responses	%
There is an institutional mandate for deposit	16.00	20.78%
IR staff are seeking a mandate for deposit	19.00	24.68%
IR staff identify likely depositors and encourage them to submit materials	50.00	64.94%
Subject specialists in the library act as advocates for the IR	47.00	61.04%
IR staff offer to deposit materials for faculty/students/staff	53.00	68.83%
IR staff digitize print materials for faculty/students/staff	37.00	48.05%
IR staff monitor institutional and department websites to identify potential depositors/content	40.00	51.95%
Announcements about the IR (electronic and print)	43.00	55.84%
Symposium and conferences to raise awareness	22.00	28.57%
Other (please specify)	14.00	18.18%
Total	341.00	100.00%

Q16 “Other” responses:

Departmental mandates for deposit
We've met with departments to explain benefits of IR.
because of lack of staff, have only employed specific projects to being in student scholarship and archival collections
Theses must be deposited.
An institutional mandate at this university is highly unlikely
Presentations at faculty meetings, CELT, and at local conferences
Faculty have mandated the IR, but does not curently require deposits
Open Access Week activities
alert on affiliation placed in major databases
Partner with other offices on campus such as the Office of Research to gain compliance for deposits from Research Centers and Institutes, from University Relations to get deposits from faculty whose works they are highlighting and from engaged scholarship projects to promote dissemination and outreach.
Word of mouth from participants
Robust social media (esp. Twitter) interactions
There is an institutional mandate for all seniors to deposit their thesis directly
Attend various functions across campus; speak to depts and centers

Q17: If your IR works on a self-submission model, how would you describe your effort to get faculty to submit their own items?

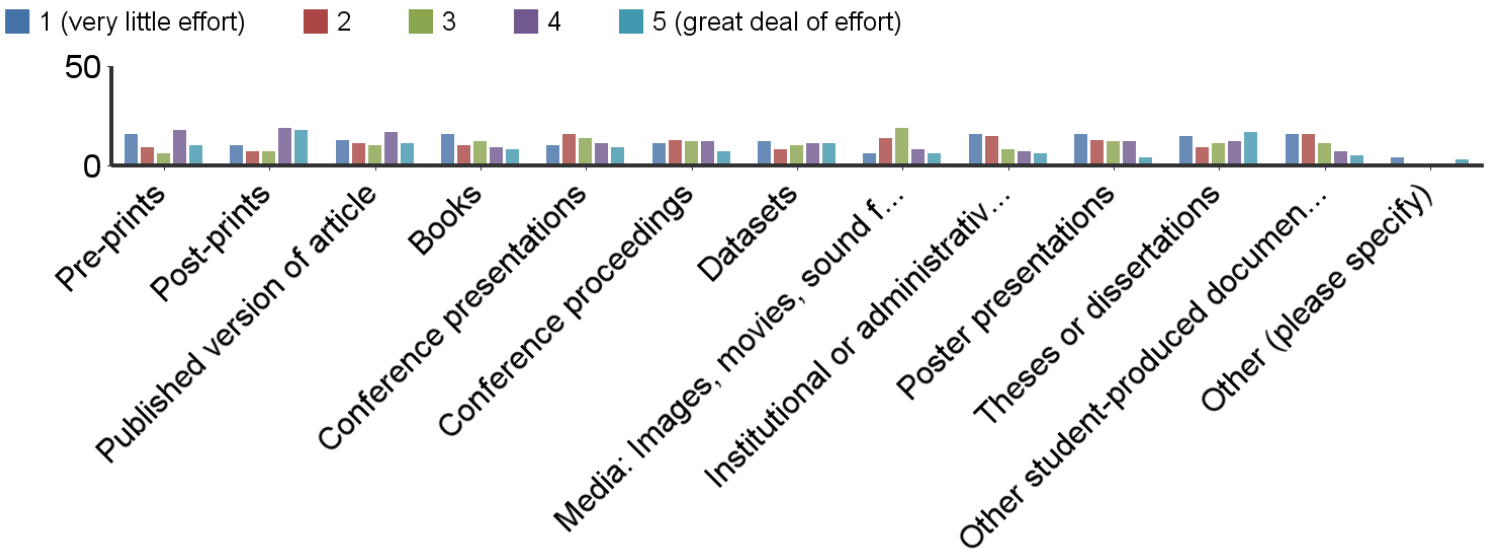


Answer	Responses	%
Easier than expected	1.00	1.35%
About what you expected	9.00	12.16%
Harder than expected	19.00	25.68%
Not applicable, we do not follow the self-submission model	35.00	47.30%
Comments	10.00	13.51%
Total	74.00	100.00%

Q17 “Comments”:

Only our students self-submit; faculty for the most part don't.
Not applicable for faculty, but students self-submit their work
They like the idea, but don't have the time to deposit items themselves
Very hard, as I expected
Some faculty love the ability to deposit their own items and relish the monthly reports they receive. Others find this to be an onerous task so we offer to do it for them. Copyright issues abound however if they have signed away their rights to publishers. There's a huge need for education in this area. We are tackling this now with department promotion and tenure committees.
Self submission is for student honors projects, other items are added by staff
We allow self-deposits, but compete deposits on behalf of depositors
this is only a small part of our model, as we don't expect much content generated thais way
We tend to submit on behalf of faculty; we use self submission for students
Harder than expected. The maximum file size is low (8MB) on the shared account, and we will have to move to a $15 a month account to be able to access configure the server to take more.

Q18: If IR staff deposit objects on behalf of institutional members, how much effort has been require to obtain material? (On a scale of 1 to 5 – where 1 is very little and 5 is a great deal)

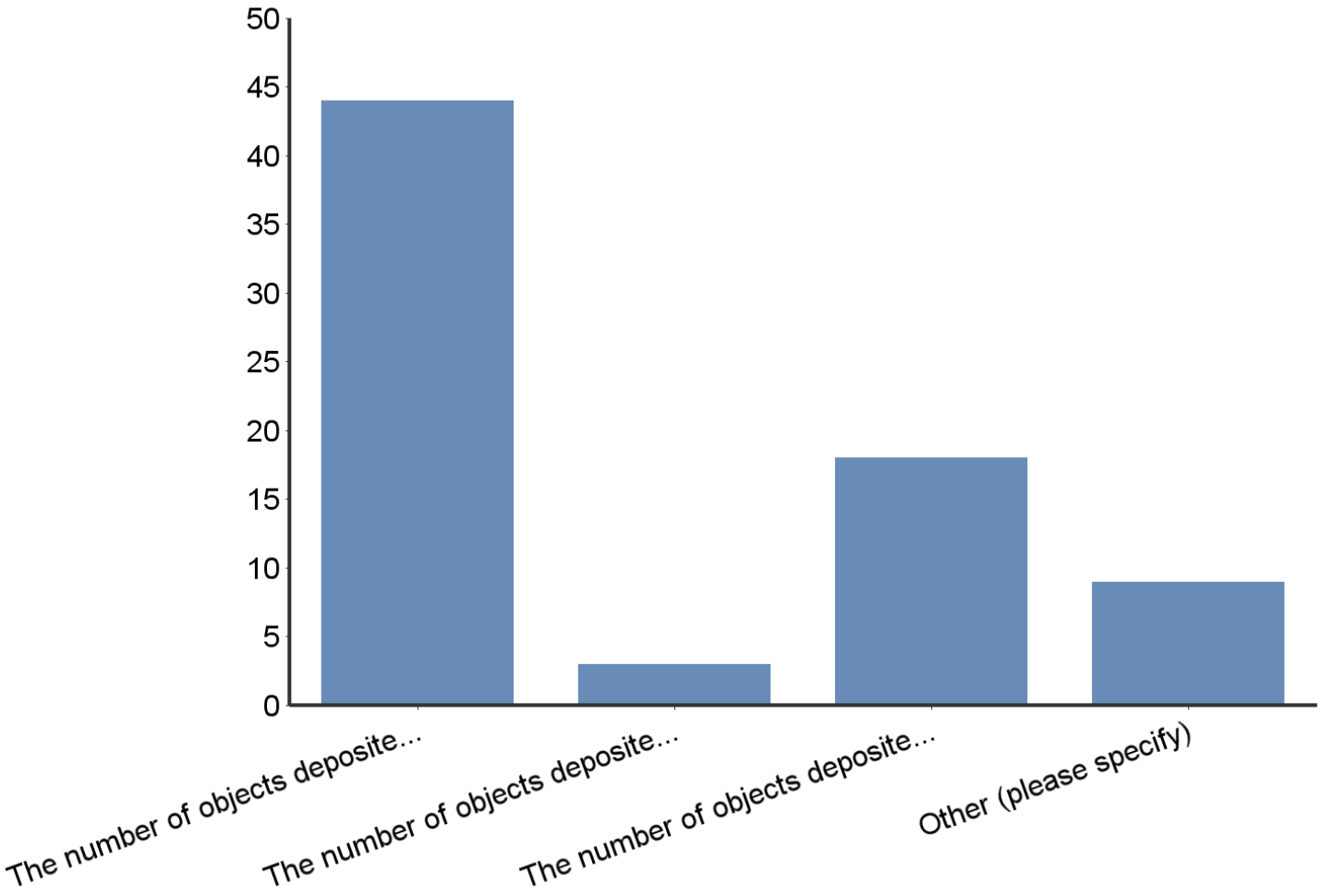


Question	1 (very little effort)	2	3	4	5 (great deal of effort)	Responses
Pre-prints	16.00	9.00	6.00	18.00	10.00	59.00
Post-prints	10.00	7.00	7.00	19.00	18.00	61.00
Published version of article	13.00	11.00	10.00	17.00	11.00	62.00
Books	16.00	10.00	12.00	9.00	8.00	55.00
Conference presentations	10.00	16.00	14.00	11.00	9.00	60.00
Conference proceedings	11.00	13.00	12.00	12.00	7.00	55.00
Datasets	12.00	8.00	10.00	11.00	11.00	52.00
Media: Images, movies, sound files, etc.	6.00	14.00	19.00	8.00	6.00	53.00
Institutional or administrative documents	16.00	15.00	8.00	7.00	6.00	52.00
Poster presentations	16.00	13.00	12.00	12.00	4.00	57.00
Theses or dissertations	15.00	9.00	11.00	12.00	17.00	64.00
Other student-produced documents (newspapers, magazines, papers)	16.00	16.00	11.00	7.00	5.00	55.00
Other (please specify)	4.00	1.00	1.00	1.00	3.00	10.00

Q18 “Other” responses:

Rank	Response
5	Patents
	This totally depends on the department. Cannot use a blanket rating.
	Comment: Most of the time we can't upload the final version of the article due to copyright and the faculty doesn't want the preprint or postprint posted because they're not the final "word" - a serious dilemma.
5	"Obtain" or solicit deposits
	parts of the institution are very active, hence little effort

Q19: How has the amount of deposits changed over time?

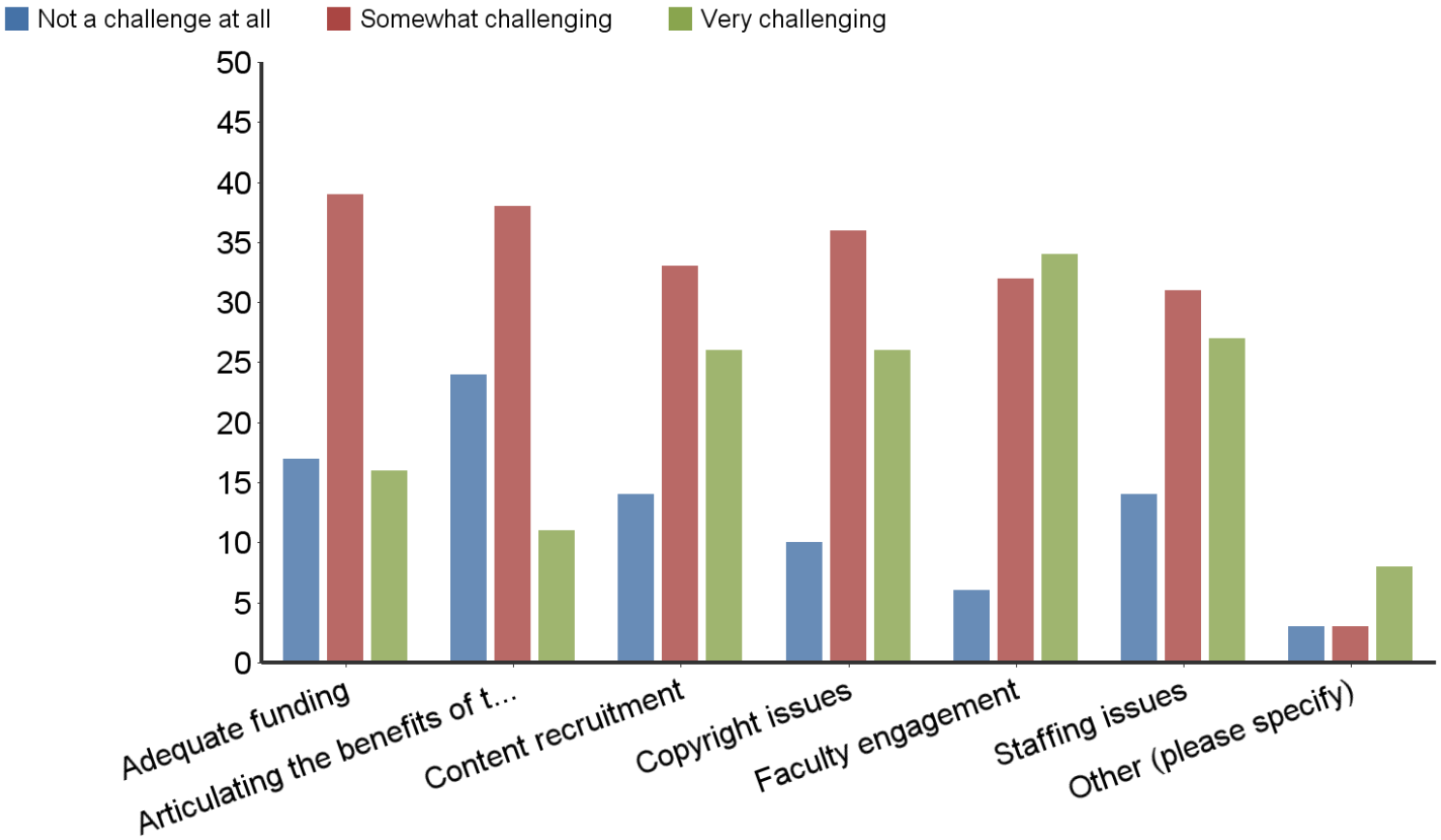


Answer	Responses	%
The number of objects deposited has increased year to year	44.00	59.46%
The number of objects deposited has decreased year to year	3.00	4.05%
The number of objects deposited is variable from year to year	18.00	24.32%
Other (please specify)	9.00	12.16%
Total	74.00	100.00%

Q19 “Other” responses:

We have only been in existence about one year now.
Too new to determine
We are really just getting started.
We deposit 40-60 documents/year
we have only been wokr on this about 1 year
We remain fairly constant; maybe a slight increase
The repository was only launched this January. Acquisition of material and test server activity began in August. So far, we focused heavily on gathering born digital materials which long term staff had in personal archives. I anticipate the pace will rise in the short term as word of mouth brings out more personal digital archives, but then fall as incoming collections will not already be digital and arrange and so will need more processing to digitize and index.
We are in the first year of collecting digital copies of theses

Q20: Please rank the following challenges in order of difficulty they presented to your IR



Question	Not a challenge at all	Somewhat challenging	Very challenging	Responses
Adequate funding	17.00	39.00	16.00	72.00
Articulating the benefits of the IR	24.00	38.00	11.00	73.00
Content recruitment	14.00	33.00	26.00	73.00
Copyright issues	10.00	36.00	26.00	72.00
Faculty engagement	6.00	32.00	34.00	72.00
Staffing issues	14.00	31.00	27.00	72.00
Other (please specify)	3.00	3.00	8.00	14.00

Q20 “Other” responses:

Rank	Response
Very challenging	platform software issues
Very challenging	Integrating with other institutional systems
Very challenging	Inadequate resources (space, technology, staffing) to provide more extensible services
Somewhat challenging	Training
Very challenging	open access mandate, signing the Berlin Declaration, depositing mandate
Very challenging	support of administration
Very challenging	Subject liaison involvement
Very challenging	D-space problems

Q21: Please submit any additional challenges of general comments

Since we have only 1 dedicated repository manager working on this, coupled with the fact that we deposit items on behalf of authors, time constraints have been an issue. Copyright and permissions from publishers take up a lot of our time, plus the metadata, file formatting, and uploading procedures. We have had a good deal of interest from our faculty, but the other challenge has been marketing and raising awareness of this service, while keeping up with the stream of new deposits and processing them.
At my library we understand the value of an IR, and as we've made the case to the university administration they see it too. But there is no funding for an IR, and there really isn't any staff time allocated to it. I'm the de facto IR coordinator, but I'm a public services/liaison librarian and have only been able to get permission to devote about 15% of my time to IR development. A paraprofessional in our library has been given permission to put about 25% of their time into assisting me with the IR. I'm working on getting my position redefined so I can devote more time to the IR. The graduate school now requires students to submit an electronic copy of their theses. We are in the first year of this requirement. Our university archivist has generously offered the IR some space in the archives' CONTENTdm instance, and we are using eTheses in CONTENTdm as a "proof of concept" for an IR. That's where my institution is currently at with an IR.
Publicity and faculty participation are esepecially challenging, as there is no requirement to participate. We spend a lot of time talking to individual faculty and specific research groups about the IR. We've found that "word of mouth" on campus is our best tool.
Our Special Collections and University Archives runs a separate IR for their content and university archives. It is a Fedora IR. I have not included this repository in my survey responses because it's a specialized repository, mostly geared to images and the special collections they have gathered over the years.
Our repository is successful, it has across-the-board faculty and administrative buy in, and it is one of the largest in the country.
The functionality of the IR presents challenges. We have performance issues and bug fixes aren't completed correctly and in a timely manner.
Librarian (colleagues) support of the IR has been very challenging. A few librarians have participated wholeheartedly, actively working with faculty in their departments who have compelling content for the IR. Several have been outright dismissive of the IR, characterizing it as tangential to the Library's mission and siphoning valuable resources away from more important Library services. A handful have attempted to block development of the IR or prevent content from being added to it.
We are trying to pass an open access resolution. When we do that, we will then begin to recruit content from faculty. In the meantime, we have had terrific success with undergraduate work. We have 100% compliance from all seniors to deposit their thesis into the repository.
I do not think this survey really addresses a public library. The only items might be Government Documents for our collection.
Our answers to many of the questions about content recruitment are based on historical and current experience, not future plans.
One of the single biggest and unexpected challenges was getting buy in from other librarians about the value of the IR, raising the general level of fluency around the topic, and educating them about the process so that they feel comfortable doing the work efficiently. Tracking down content efficiently, particularly if you are trying to locate articles for which you have the right to use the publishers pdf, is challenging. There are, in the end, a mix of methods that change from discipline to discipline.

There is commitment to the outreach aspect of the repository-going around campus and talking about the repository and soliciting content-but not as much commitment to the technical aspects of running the software. Improvements to our repository interface, upgrades to new versions, and troubleshooting all seem to be a relatively low priority to our IT departments.
We have found that doing CV reviews to identify content has been an especially fruitful source of deposits and that monthly download and viewing stats drive self-deposit.
Up to now the IR was never important on campus, faculty not involved at all. Academics publish research articles in overseas journals and the University receive the grants for published articles, not the authors. Academics and researchers rather put their articles and in many cases the full text of their articles on sites like: Academia.edu; Research Gate; ResearcherID; etc, They don't necessarily have copy right clearance from the publishers to do this. The biggest challenge is to get post print copies of the academics research for the IR, and because we don't have a mandate, they just don't care to put their research output on the IR.
Administrative support, than higher than better is the most critical element of success for the repository.
I am with a law library serving faculty students and staff of 900 people only. The total campus size for my entire university is about 4,000 (yes four thousand, not a typo). All hosted repository products were priced with a low tier that seemed to break at 15,000 students, and so all hosted repository products were unaffordable to us because the per capita cost is so much higher. We were priced consistently at a little more than half the price quoted to at the university I just came from which had about 50,000 students faculty staff. We didn't even get half off with fewer than 10% as many users. Hoster repository systems are completely unavailable to us. In contrast, many database subscriptions have a low tier for institutions under 5,000 students.