Getting Started Toolkit

Welcome to the Digital Commons community! In order to help you get started with your repository, we have compiled this collection of resources. We hope they will provide valuable inspiration and advice as well as some concrete tools to assist you as you build and market your institution's repository. For more information on specific topics, see our other toolkits or visit our Research on Institutional Repositories.

Digital Commons Reference Materials

Next Steps: Your Repository from Set-up to Launch

▶ http://digitalcommons.bepress.com/reference/51

Digital Commons Site Customization Guide

▶ http://digitalcommons.bepress.com/reference/28

User Manual: Administrator Configurations Guide

▶ http://digitalcommons.bepress.com/reference/6

Video: Updating Sites: How to Ensure Changes Appear on the Repository

▶ http://digitalcommons.bepress.com/reference/60

Video: Digital Commons Repository Organization

▶ http://digitalcommons.bepress.com/reference/62

Author Dashboard: Providing Real-time Usage Statistics to Digital Commons Authors

▶ http://digitalcommons.bepress.com/reference/54/

Papers and Reports

Repository Collection Policies

Jean-Gabriel Bankier and Courtney Smith, bepress

▶ http://works.bepress.com/courtney_a_smith/7

This paper provides examples of successful IRs and their scope and discusses the advantages of broad repository content collections.

How To Fill Your Institutional Repository; or, Lessons I Learned By Doing

Paul Royster, University of Nebraska - Lincoln

▶ http://works.bepress.com/paul_royster/49

Paul Royster's presentation gives an excellent introduction to getting content for the new repository. He presents valuable tips and advice culled from his years of experience working with DigitalCommons@University of Nebraska - Lincoln.

Creating an Institutional Repository "on the Cheap"

Brad Matthies and Kenetha Frisby, Butler University

▶ http://works.bepress.com/brad_matthies/29

An excellent introduction to practical considerations for getting started with a repository, this presentation identifies some recommended start up procedures, workflows for ingesting content, and options for staffing.

Approaches to Marketing an IR to Campus

Marisa Ramirez, California Polytechnic State University

▶ http://digitalcommons.calpoly.edu/lib_fac/64

This book chapter summarizes basic marketing principles and describes the application of those principles as they relate to marketing an institutional repository within a higher education setting.

Advocating for Scholarly Communication Issues: Getting Started

Jodi Tyron, Grand Valley State University

▶ http://digitalcommons.bepress.com/collaboratory/7

Originally designed for use by liaison librarians at Grand Valley State University, this document outlines clear, concise steps for introducing the institutional repository and scholarly communications issues in general to other departments on campus.

CommonKnowledge Annual Report, 2011-2012

Isaac Gilman, Pacific University

▶ http://commons.pacificu.edu/libfac/18

This report highlights both quantitate and qualitative successes achieved during the third year of operation for CommonKnowledge, Pacific University's institutional repository.

Relational Communications: Developing Key Connections

Micah Vandegrift and Gloria Colvin, Florida State University

▶ http://crln.acrl.org/content/73/7/386.full.pdf+html

This article describes effective scholarly communication and open access outreach efforts at Florida State University.

Presentations and Webinars

Staffing the Repository: How to Build Your Team and Use It Effectively

Brad Matthies, Butler University

▶ http://digitalcommons.bepress.com/webinars/2

In this webinar, Brad Matthies discusses effective strategies for staffing an institutional repository, including using existing staff, developing scalable workflows, and maintaining momentum over time.

Serving Campus Needs Through the Repository

Isaac Gilman, Pacific University

▶ http://digitalcommons.bepress.com/webinars/18

Isaac discusses how institutional repositories can offer an array of value-added services to stakeholders on campus, citing real-world examples from Pacific University.

Optimizing Your Repository Content for Google and Google Scholar

Sarah Rodlund, bepress

▶ http://digitalcommons.bepress.com/webinars/25

Sarah explains what bepress does to make content in Digital Commons discoverable by Google, Google Scholar, and other search engines, and describes ways in which administrators can further increase the discoverability and visibility of content in the IR.

Sample Policies, Templates, and Checklists

SPARC Institutional Repository Checklist and Resource Guide

Raym Crow, SPARC

http://www.arl.org/sparc/bm~doc/IR_Guide_&_Checklist_v1.pdf

This checklist and resource guide is an invaluable companion to implementing your IR. Raym Crow provides a consideration of important issues, valuable advice on addressing them, and excellent resources for further reading.

Content Policy

Macalester College

http://digitalcommons.macalester.edu/acceptancewithdrawal.pdf

Content Policy

University of Iowa

▶ http://ir.uiowa.edu/faq.html

Non-Exclusive License for Use of Materials in DigitalCommons@CalPoly

California Polytechnic State University

http://digitalcommons.calpoly.edu/CalPolyIRLicense20090403.pdf

Re-Use License

Pacific University

▶ http://commons.pacificu.edu//rights.html

Re-Use License

University of Nebraska - Lincoln

▶ http://digitalcommons.unl.edu/copyright.html

If you have any questions or concerns, call or e-mail the bepress Consulting Services team.

Call (510) 665-1200 ext. 2 ***support@dc.bepress.com***