

# Implementing Shocker Open Access Repository

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# Outlines

1. **Introducing SOAR: two-year old institutional repository**
2. *Background and start-up condition*
3. *1st year: Building repository*
4. *2<sup>nd</sup> year: Starting production*
5. *Lessons learned*
6. *What next?*

# Two-year old SOAR



- ▶ has 836 titles in 83 communities
- ▶ Collections highlights:
  - ETD Program: Dissertations (58 titles) – 2005 --
  - Theses – (261 title) – 2005 --
  - e-Journal: 5 issues (the next 9 in processing)
  - Conference proceedings: 3 volumes
  - Museum collection: 111 digital images
  - Peer reviewed articles, book chapters,
  - Presentations, reports, bibliographies, newsletters
  - Individual faculty collections (in process)



Graduate School. ETD



Conference Proceedings



Libraries Collections



Engineering Projects



Faculty Research



Anthropology Dept.



Lowell Holms Museum. Images




Lambda Alpha Journal

# Outlines (cont.)

1. *Introducing SOAR: two-year old Institutional repository*
2. **Background and start-up condition**
3. *1st year: Building repository*
4. *2<sup>nd</sup> year: Starting production*
5. *Looking Back: some observations*
6. *What next?*

# Background Information

- ▶ Project was initiated by Library Assoc. Dean
  - ▶ Dspace was chosen and installed before Implementation Committee was organized
  - ▶ No teaching faculty, Univ. administration, or Computing Center were involved
  - ▶ No Open Access movement on campus
  - ▶ Libraries does not have a unit dedicated to digital library development
  - ▶ No planning documents for digital initiatives
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# Background Information (cont.)

- ▶ The project was staffed by current employees
- ▶ Administration was very supportive
- ▶ Graduate Student worked as System Admin
- ▶ No formal budget; a server was purchased
- ▶ Composition of The DSpace Committee:
  - Library Associate Dean (Chair)
  - Coordinator of Collection Development
  - Coordinator of Technical Services
  - Special Collections staff member;
  - Systems Manager;
  - Metadata Cataloger, and
  - Catalog Librarian (Coordinator)

# Staff responsibilities:

- ▶ **Chair:** Initiation of the Project, Admin. Support
- ▶ **Coordinator:** Overall responsibilities for a project and its parts; organized and worked with six subcommittees, system admin, and customers; policies, CD, training, promotion, cataloging, staff and public documentation
- ▶ **System Administrator (GA)** – DSpace installation, upgrade, server support, maintenance, back-up, troubleshooting; system enhancement
- ▶ **Metadata cataloger** – web design, docs; metadata
- ▶ **CD coordinator** -- CD policy, liaison to faculty
- ▶ **TS coordinator** – TS administrative support

# Outlines (cont.)

1. *Introducing SOAR: two-year old Institutional repository*
2. *Background and start-up condition*
3. **1st year: Building repository, pilot**
4. *2<sup>nd</sup> year: Starting production*
5. *Looking back: some observations*
6. *What next?*

# Focus on the System

## Main questions to decide and work on:

1. Service definition
2. Physical appearance of the site including graphics and repository name
3. Site structure (community/collection hierarchy)
4. Submission policies and workflow decisions
5. Metadata
6. Submitters' Training
7. Site promotion

# Repository Name

- ▶ I was looking for a meaningful short name, and SOAR came to my mind
- ▶ Wichita is a city with a strong aviation industry; Wichita State University is known for its research for aviation industry; we have NIAR; strong engineering programs
- ▶ The name **SOAR: Shocker Open Access Repository** was accepted by the Committee and Administration

# Interface Design

- ▶ We use a testing server in the 1<sup>st</sup> year of the implementation of DSpace
- ▶ After repository got its name, we were ready to finalize SOAR's home page
- ▶ A banner was developed
- ▶ We customized graphics, colors, and fonts
- ▶ Left: navigation menu; News (top and right)

<http://soar.wichita.edu>



**Search SOAR**  
   
[Advanced Search](#)

→ [Home](#)

**Browse**

- [Communities & Collections](#)
- [Titles](#)
- [Authors](#)
- [Subjects](#)
- [By Date](#)

**Sign on to:**

- [Receive email updates](#)
- [My SOAR](#)  
authorized users
- [Edit Profile](#)
- [Help](#)
- [About SOAR](#)

SOAR at Wichita State University Libraries >

**Welcome**  
 to SOAR (Shocker Open Access Repository), a new service of University Libraries. SOAR is a powerful and flexible electronic database that serves two main purposes: to secure access to the University intellectual output for a long period of time and to distribute it worldwide. Only WSU current employees' authored or sponsored works may be found in this database.

Authors or their representatives may submit materials either themselves or with a SOAR staff help. Access to some collections or items may be restricted according to the nature of materials or author request. Authors retain copyright to their own works published/archived in SOAR (see [University Intellectual Property policy](#).)

Users have options to browse collections by keyword, title, author, date, or subject, or to search full text. Those who want to receive email notification on new additions may use a RSS feed or SOAR internal email system.

University faculty and staff, we invite you to publish/archive your works, data, or documents in SOAR. Just fill out a simple [submission form](#) and we do the rest. Or contact your [Subject Librarian](#), or SOAR Coordinator [Dr. Susan Matveyeva](#). Read [FAQ](#) and other [SOAR documentation](#) to learn more about this service.

**Search**

Enter some text in the box below to search SOAR.

- Communities in SOAR**
- Choose a community to browse its collections.
- [Academic Affairs and Research](#) [0]
  - [Business](#) [0]
  - [Education](#) [79]
  - [Engineering](#) [280]
  - [Faculty and Researchers](#) [11]
  - [Fine Arts](#) [6]
  - [Graduate School](#) [588]

**Info for Authors:**  
[Submission form](#)

- We accept:**
- ebooks
  - articles
  - theses
  - proceedings
  - audio files
  - images
  - movies
  - lectures
  - data, etc.

Find your work in [Google](#) and [Q&Aster](#)

Know your [Author Rights](#)

Check publisher's copyright policies on self-archiving: [SHERPA/ReMEO](#)

Visit [DSpace Community](#)

# Communities' Hierarchy

- ▶ Community Hierarchy: 2 or 3 levels?
- ▶ Technical point of view -- 2 levels (community-collection) are better (simpler)
- ▶ But we decided to go with 3 level hierarchy
- ▶ Why? Because it mirrors the University hierarchy; matched corporate culture better
- ▶ <http://soar.wichita.edu> -- 1<sup>st</sup> level communities (college level)  
<http://soar.wichita.edu:8080/dspace/community-list> -- hierarchy of communities

# Naming Conventions

- ▶ We do not use words dept., college, only subject part of name for **communities** (e.g. Engineering, Chemistry, Liberal Arts and Sciences, etc.)
- ▶ **Collections** may have:
  - **generic names** --typically genre of publication plus abbreviated name of college /dept. (e.g. CE Theses; LAS Research Projects)
  - **unique names** (e.g. Shocker Scholarship Festival)

# Pilot

- ▶ Several small collections were created
- ▶ Upload different formats (e.g. .pdf, ppt, jpeg)
- ▶ Worked with home pages, hierarchies,
- ▶ Learned working with the system (what can be done and what must not)
- ▶ Metadata: both public and staff interfaces; cataloging conventions; CV question
- ▶ Level of access to submitters, collection administrators, and system administrators


# By Dec. 2006, SOAR was implemented

- ▶ WSU IR got a name, structure of communities and collections, and a handle number
- ▶ Home page and community-collection pages, naming convention,
- ▶ Working policies were in place
- ▶ 2 people learned how to work with a system
- ▶ Committee members tried to use the system
- ▶ Pilot was completed
- ▶ However, there were no submitters to train
- ▶ We did not promote the site

# Outlines (cont.)

1. *Introducing SOAR*
2. *Background and start-up condition*
3. *1st year: Building repository*
4. **2<sup>nd</sup> year: Starting production:  
Collection Development; Working  
with customers; DSpace upgrade  
& enhancements; Staff training**
5. *Looking back: Some observations*
6. *What next?*

# Focus on Collection Development & Customer Service

- ▶ 2007 was critical for SOAR establishment and shaping as the WSU digital repository and University Libraries service
  - ▶ SOAR was registered with Open Source aggregators, including OAlster
  - ▶ We adapted a flexible strategy of collection development (serials and series; special projects),
  - ▶ Work with individual faculty
  - ▶ Access level defined by collection owners / curators
- 








# Focus on Collection Development & Customer Service (cont.)

- ▶ Service for authors
  - Find what they need
  - Be helpful and persistent
  - Help with digital files
  - Copyright management
- ▶ Service for end users
  - ILL for closed collections
  - Help with technical and discovery problems

# DSpace enhancements

- ▶ The next release of DSpace 4.1 was installed
- ▶ Subject index as part of new release
- ▶ New features were added to DSpace: thumbnails (Media Filter add-on); RSS, and “Recommend this item”
- ▶ Statistics of titles (for collections)
- ▶ Title index was extended to 4 columns ( the 4<sup>th</sup> column is “type”)

mystique

1992		<a href="#">Bowl signed Fannie Nampeyo</a>	Nampeyo, Fannie (Fannie Lesou Polacca) ca 1900-1987.	Image
1983		<a href="#">Bowl signed Fannie Nampeyo</a>	Nampeyo, Fannie (Fannie Lesou Polacca) ca 1900-1987.	Image
2002		<a href="#">Bowl signed Margaret</a>	Tafoya, Margaret	Image
2002		<a href="#">Bowl signed Maria &amp; Santana</a>	Martínez, María Montoya; Martínez, Santana	Image
2002		<a href="#">Bowl signed Rosalie, Joe, San Ildefonso</a>	Aguilar, Rosalie; Aguilar, Joe	Image
1964		<a href="#">Bowl signed Rosita Cata, San Juan Pueblo</a>	Cata, Rosita	Image
1978		<a href="#">Bowl signed Santana Melchor</a>	Melchor, Santana	Image
May-2006		<a href="#">Building a testbed for mini quadrotor unmanned aerial vehicle with protective shroud</a>	Patel, Chirag Amrutbhai	Thesis

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# Workflow

- ▶ Standard policy on self-submission and mediated submission were developed, but the 2<sup>nd</sup> one was used
- ▶ Guides on self-submission and training are offered, but nobody requested it
- ▶ Continuing attempts to bring subject librarians to workflow (not successful yet)
- ▶ To the date -- 100% mediated submission
  - majority of collections by SOAR coordinator
  - several collections by metadata cataloger, and
  - one collection by cataloging staff member

# Workflow (cont.)

- ▶ Work with digital files:
  - Conversion (from Word, PowerPoint to Adobe Acrobat)
  - Enhancements, quality improvements (e.g. images)
  - Assigning passwords and suppressing editing and/or printing functions of .pdf files (according to a negotiated policy for a particular collection)
  - From the beginning, it was a policy that we accept digital files only,
  - However, recently, we started to digitize some works


# Workflow (cont.)

- ▶ Project management
  - ▶ Documents for each collection
  - ▶ Carefully keep all customer correspondence and emails
  - ▶ Signed licenses printouts
  - ▶ Back up of submissions
  - ▶ Back up of documents (both electronic and paper)
  - ▶ Inventory tables with history of changes to electronic files
- 

# Metadata

- ▶ SOAR Coordinator and metadata catalogers create metadata records
- ▶ We use qualified Dublin Core
- ▶ From the beginning, we decided to use LCSH controlled vocabulary, but we use it inconsistently, not for all collection:
  - LCSH does not improve searches;
  - LCSH appeared on a full record only (nobody see it)
  - Time consuming
  - However, we try to use LCSH when creating the item templates (as Constant Data)
- ▶ I manually clean Name index monthly


# Services SOAR team provides:

- ▶ Community management services
  - ▶ Submission services
  - ▶ Metadata creation and enhancement services
  - ▶ Storage and preservation management services
  - ▶ Access and copyright services
  - ▶ ILL services for items with restricted access
  - ▶ System management services
- 

# By the end of 2007

- ▶ Collections grew: 58 communities and 77 collections; author index –834 authors; subject index –1361 terms, and title index had 782 titles.
- ▶ Compare to the end of 2006: slightly over 100 titles; in 2007, almost 700 titles have been added, which give us seven times growth in one year.

# Major outcomes of the 2<sup>nd</sup> year

- ▶ Global presence of WSU digital scholarship due to properly established communication with OAlster, Google and other search engines and harvesters that ensure the distribution of WSU digital research worldwide
  - ▶ Well established ETD (Electronic Theses and Dissertations) program;
  - ▶ Stable working relationship with Graduate School, Anthropology Department and its Museum
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# Outlines (cont.)

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4. *2<sup>nd</sup> year: Starting production*
5. **Looking Back: Some observations**
6. *What next?*

# Major Strengths & Weaknesses

- ▶ A dedicated small group of librarians who want to establish the institutional repository service
- ▶ Flexibility in details; readiness to change while having a big picture in mind
- ▶ Supportive library administration
- ▶ Staffing (esp. technical part)
- ▶ Deficit of collaboration on campus (no Open Access movement; no Computing Center involvement)
- ▶ No Digital Initiatives planning at the Libraries

Strengths

Weaknesses

# Top-bottom vs. bottom-up

- ▶ Institutional repositories' implementation may go from top-bottom or from bottom-up
- ▶ **SOAR is an example of bottom-up implementation**
- ▶ University Libraries initiated the project with the purpose of:
  - New services development; Industry compliance; Increase the Libraries role and its visibility on campus

# Collection vs. Service

- ▶ The critical part is: **Collection ownership**
- ▶ Repository may be established by collection owner (e.g. department, cultural heritage institution, or several organizations in cooperative project, library special collection) **OR**
- ▶ Repository may be established as a service for collection owners
- ▶ **SOAR does not have collections; it is a library service for the University** (the implications for collection development and workflow are huge !)

# Publishing / Distribution vs Archiving / Preservation

- ▶ SOAR balances publishing, distribution and archiving functions, but its main goal is to **provide access** (for example, we have password protected works; works with suppressed editing/printing features)
- ▶ Currently, University does not have a digital preservation program: we provide a basic preservation for open collections.

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5. *Looking Back: some observations*
6. **What next?**

# What Next?

- ▶ SOAR emerged as **stand-alone database**
- ▶ It should become **part of Library databases, services, and its organizational structure**
- ▶ Recently, Administration created the SOAR Task Force (Catalog Librarian, Director of Public Services, and Coordinator of Collection Development) to address the issue and to develop sound recommendations for a SOAR future

# Major needs:

- ▶ Organizational support inside the Libraries and on campus
- ▶ Visual integration of digital repository service into other library services (include SOAR to Library Web site and Catalog menu)
- ▶ Staffing (especially DSpace admin)
- ▶ DSpace enhancement, especially statistics of hits and downloads; users' authentication
- ▶ Promotion / marketing plan (see the 1<sup>st</sup> promotional brochure for SOAR):

# SOAR Promotional Brochure

<http://soar.wichita.edu>

University faculty, students, and research staff: we invite you to publish, re-publish, or store your works, lectures, or data in SOAR.

## How You Benefit

Your works will be easier to find: *SOAR is indexed by Google, Yahoo, and other search engines*

Your works will be cited more: *Studies show an impressive increase of citation for works open for Web searches.*

Your works will be safe in SOAR: *No more broken URLs, no problems with servers or software*

For more information contact:

Dr. Susan Matveyeva  
Assistant Professor & Catalog Librarian  
University Libraries, Campus Box 68  
[susan.matveyeva@wichita.edu](mailto:susan.matveyeva@wichita.edu)

316-978-5139

## Collection Highlights:

Graduate School (588 titles)

*Theses and Dissertations (2005—)*

*GRASP: Proceedings (3 volumes)*

Anthropology Dept.

*Lambda Alpha Journal (1995—)*

Museum of Anthropology

*Collection of Southwest Indian Pottery*

*(Over 100 digital images)*

Mathematics & Statistics

Psychology

Political Science

*Peer-reviewed Articles*

University Libraries

*Shocker Scholar Bibliography Series*

*SOAR current statistics: 834 titles*

<http://soar.wichita.edu>

Wichita State  
University

University  
Libraries

Introducing  
An Institutional Repository

## SOAR

**Shocker Open Access  
Repository**

<http://soar.wichita.edu>



WICHITA STATE UNIVERSITY

Explore...Enlighten...Empower  
[library.wichita.edu](http://library.wichita.edu)



# SOAR Shocker Open Access Repository

Service of  
University  
Libraries

## What is SOAR?

SOAR is an institutional repository that provides a stable and secure digital environment for the University intellectual output.

## Why is SOAR important?

This digital database serves dual functions: (1) distribution of University intellectual product worldwide, and (2) permanent storage.

## Who is responsible for SOAR?

SOAR is a new service of University Libraries; it is developed and maintained by specialists in organization of digital information and information retrieval. A university-wide Faculty Advisory Committee is under development.

**Who is eligible to submit works to SOAR?** Current University employees: faculty, staff, students sponsored by faculty

## Wichita State University

University Libraries,  
Wichita, KS 67260-0068  
Phone: 316-978-5139  
Website: <http://soar.wichita.edu/>

## What type of content may be submitted to SOAR?

Scholarly, educational, or related content, ready for public distribution and not ephemeral:

- Articles (pre-prints and post-prints)
- Manuscripts
- Books and book chapters
- Journals
- Theses and dissertations
- Conference proceedings
- Technical reports
- Many audio- and video formats\*
- Images
- Newsletters
- Classroom materials
- Administrative reports

\* See a list of supported formats at: [http://library.wichita.edu/techserv/SOAR/format\\_support.htm](http://library.wichita.edu/techserv/SOAR/format_support.htm)

## How is SOAR organized?

SOAR hierarchy repeats that of the University: Corporate and individual authors (colleges, departments, faculty and researchers) have their home pages. Each author (corporate, or individual) may develop an unlimited number of collections.

## What is the SOAR Web address?

<http://soar.wichita.edu>  
or just search Google for <SOAR Wichita State>



## What about copyright?

Authors retain copyright. Libraries asks authors' permission to place their work to SOAR. If publisher owns copyright, SOAR staff will check this publisher's policies. 95% of publishers allow authors to place their work to institutional repository.

Check SOAR policies at:  
<http://library.wichita.edu/techserv/SOAR/soarguide/policies.htm>

## Are works in SOAR freely available over the Internet?

Most collections are open for the worldwide community of researchers. However, access to some works or collections can be restricted due to copyright restrictions, or on author request.

## Do other universities have institutional repositories?

Major research universities, such as Harvard, MIT, Cornell, Yale and others have developed institutional repositories. In Kansas, University of Kansas and K-State have institutional repositories.

# Any Questions?

## Thank you!

### Implementing Shocker Open Access Repository

Dr. Susan Matveyeva  
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KLA Conference, Wichita, KS, April 9, 2008