How to Implement an Institutional Repository: Part III

A NASIG 2006 Pre-Conference
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Resource Issues
Develop a business plan

- Easier said than done
- What do you take into account?
- How far and how long are you willing to subsidize the IR?
First eight months of Scholars’ Bank

First Eight Months of Scholars' Bank

- Econ Wk Papers: 72%
- PPPM: 5%
- Library: 12%
- Spouse: 11%

Legend:
- Library
- Econ Wk Papers
- PPPM
- Spouse
Staffing needs

- Who will be involved?
- How much service will you provide?
Who will be involved?

- Library staff?
- Computing center staff?
- Faculty? Students?
- Campus administrators?
- Community partners?
- Sister institutions?
- Professional marketers?
- Academic or commercial publishers?
Can you afford it?

- Will you absorb the work?
- Can you hire new people?
- Will you use volunteers?
- Do you have the needed hardware and software to support it?
Staffing issues

Within the hosting institution:

- Coordinator with overall responsibility
- Web site designers
- Group to make policy decisions
- Staff to handle or review submissions
- Staff to set up and maintain the system and resolve technical issues
- Group or individuals to make contacts and market the IR
- Staff for subsidiary services
How much service?

- Assist with or handle submissions?
- Convert files on ingest?
- Clean up or review metadata?
- Digitize hard copy?
- Develop supplemental pages or web forms?
- Develop customized search interfaces?
- Assist with copyright investigation or acquiring permissions?
How much service?

- Provide use statistics?
- Provide current awareness services?
- Integrate with other services?
- Develop marketing tools?
- Set up focus groups?
- Long-term preservation of files?
- User support and problem resolution?
Other costs

- Server capacity
- Operating system
- Database set-up
- Licenses and certificates
- Registration with other services
- Attending meetings and conferences
UO's early development costs in hours

UO's IR Development in Hours (18 months)

- Submissions: 30%
- Email discussions: 13%
- System set-up: 9%
- System admin.: 17%
- Outreach: 20%
- Meetings: 11%

Legend:
- Meetings
- Email discussions
- System set-up
- System admin.
- Outreach
- Submissions
UO’s early development costs in dollars

UO Total Costs (18 months)

- Meetings: $500.00
- Email: $9,775.00
- System set-up: $10,922.00
- System admin.: $7,175.00
- Outreach: $18,385.00
- Equipment: $20,015.00
- Submissions: $15,550.00
**Business plan elements**

- Mission, Vision, Values, Goals
- Executive summary
- Product or service description
- Needs assessment or market research
- Environment and competition
- Markets and services
Business plan elements

- Pricing
- Distribution
- Communication
- Organizational structure
- Operations
  - Facilities and equipment
  - Management and staffing
  - Legal issues
Business plan elements

- Financial plans
- Product evaluation and usability assessment

Drawn from:

*Business Planning for Cultural Heritage Institutions*
Liz Bishoff and Nancy Allen
Council on Library and Information Resources, 2004