

RUBRIC TOOLKIT: Institutional Repository Solutions



Sponsored by the Australian Commonwealth Department of Education, Science and Training, (DEST) under the Systemic Infrastructure Initiative (SII) as part of the Commonwealth Government's Backing Australia's Ability - An Innovation Action Plan for the Future (BAA).

Lead Institution



UNIVERSITY
OF SOUTHERN
QUEENSLAND



Massey University



The UNIVERSITY
OF NEWCASTLE
AUSTRALIA



University of the
Sunshine Coast
Queensland, Australia

UNE
THE UNIVERSITY
OF NEW ENGLAND

Sponsorship & Funding

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Australian Government

**Department of Education,
Science and Training**

an initiative of

Backing
Australia's
Ability

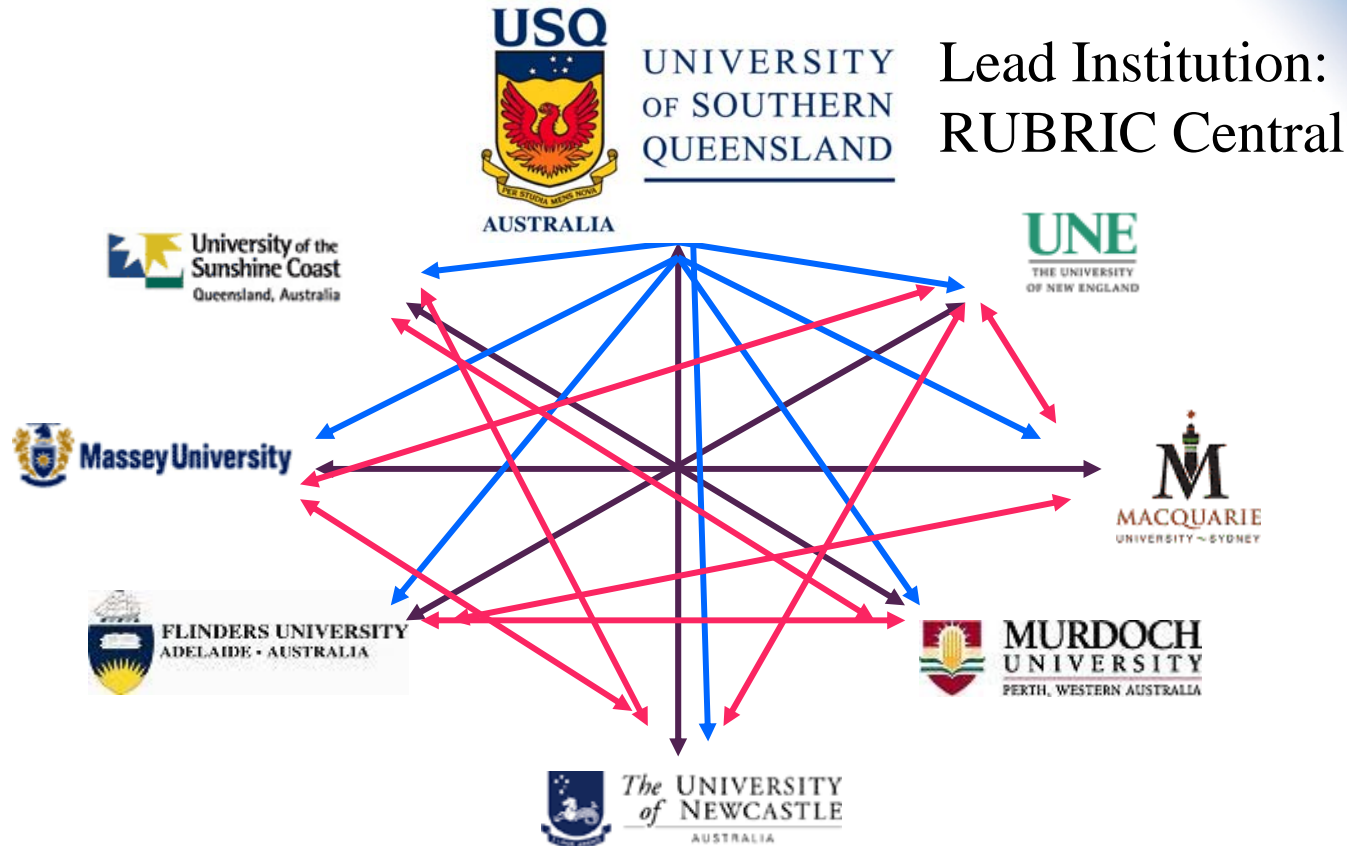
The Australian Government's
Commitment to Innovation

- **Regional**
- **Universities**
- **Building**
- **Research**
- **Infrastructure**
- **Collaboratively**



Developing research infrastructure and capability across regional and smaller universities to maximise access to digital research resources

RUBRIC Collaboration



Lead Institution: Southern Queensland

Partners: Massey, Sunshine Coast, New England, Newcastle

IRUA Partners: Flinders, Macquarie, Murdoch

The RUBRIC Toolkit is the product of the collaborative work of the RUBRIC Project.

Collaborative Tools used:

Wiki, TRAC tickets, teleconferences, eMail & eLists, Sharepoint, Blogs, Del.icio.us tagging and face-to-face meetings.

It captures the “best” available advice, experience and outcomes available at the time of writing to assist organizations to set up a successful institutional repository

- System options
- Planning
- Establishing a Pilot repository
- Pilot to Production system
- Managing a Repository
- Data management
- Access management
- Metadata
- Publicity and marketing

- New IR managers
- Organisations embarking on an IR project: new or changing systems
- IR managers working in relative isolation

Indeed any current IR Manager can find material to assist in the ongoing management or improvement of their repository

- Quick reference
- Checklists
- Tools
- Links to more in-depth resources
- Directional in nature
- Raises issues to consider
- Practical

RUBRIC Toolkit: Establishing a Pilot

- Planning a Pilot
- Multi-tiered development & version control
 - Using multiple tiers
- Configuration
 - Customizing screens
- Metadata requirements
- Pilot to Production
- Bibliography and Further Reading

Each section outlines issues for consideration, checklists of actions to take, examples from other organisations and links to further reading on the topic

RUBRIC Toolkit: Metadata Chapter

- What are the purposes of metadata?
- What metadata enhances the repository's interoperability?
- What metadata facilitates resource discovery?
- What metadata enhances preservation and authentication?
 - Terminology Clarification
 - Other terms
- How to Choose a Metadata Schema for Resource Discovery
- Criteria for deciding what metadata schema to use
- How many schema are needed?
- What metadata schema meet the above criteria?
 - Other schema
- What Metadata should be used for images, videos?
- How to ensure your repository will be harvested by service providers
 - Harvesting 1: Metadata for harvesting
 - Harvesting 2: Connecting with the harvesters
 - Harvesting 3: Australasian Digital Thesis
- Metadata management and quality control
 - Self-submission and metadata
 - Quality control
- Entering Metadata: Guides and Tools for Repositories
- Further Guides to Metadata
- Bibliography and Further Reading

Potential Repository Functions

Populating the Repository

RUBRIC TOOLKIT: Institutional Repository Solutions

Public launch on 11 October at IDEA2007 Conference after this date it will be available on the RUBRIC website <http://www.rubric.edu.au>



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