Doc'Moment

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Institutional Repository Services and commitments

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Each organisation has information treasures

- in different **formats**, in several places, on a variety of storage devices.
- related to their **activities**: research, development, production, legal, cultural and artistic
- **categories** of documents: reports, articles, presentations, books, website…
- not always available internally and often not to the public.

In parallel with a Document Management System, **Institutional Repositories (IR**) are used to manage, preserve, maintain digital assets, intellectual output and histories of organisations.

The open access and open archives movement, the new scholarly communication to remove barriers to access, place the IR again on front of the stage.

Role of Librarians and Knowledge managers:

Leaderships roles in planning, building RI fulfilling their roles

as **experts**.

Institutional Repositories (IR) would be the platforms to support the non-commercial initiative- and specifically their Libraries – in order to freely disseminate their research outputs,

CRIS – Current Research Information System would support the whole institutional research information management (RIM) with special emphasis on projects and funding.

An institutional repository **preserves** the **intellectual output** of an organisation and offers

- **a set of services** to its members
  - for the management and the dissemination of digital materials created by the organisation
- some **commitments** including
  - the availability internally and if possible also to the public ,
  - the search engine to retrieve information in one place,
  - long-term preservation where appropriate,
  - publishing and distribution.

  - **New services in CRIS:** link to websites, other IRs, social media, CV...interaction with other internal databases (organisation, events, projects, equipment's...)

  Taking into account the organisational **policies** on information, communication and security.

Open Access

- Open Access is **the immediate, online, free availability of research outputs;**

- main advantage : **visibility** and **impact**;

- **increase the use** which, in turn, raises citation rates, (a fact supported by several studies) http://opcit.eprints.org/oacitation-biblio.html;

- Open Access = '**accessible without cost',**

  .... but also the right to distribute, copy, even remix can be granted too through a license by the copyright holder (again, ideally, the author).

Several ways to publish in OA:

- self-archive your publication into an institutional repository (the 'Green road to OA') https://openaccess.be/open-access-publishing/

- publish directly in an OA journal (the 'Golden road to OA').

- A lot of traditional 'closed access' journals also offer the possibility to make individual articles Open Access, after paying an article processing charge.

- Other ways

In Belgium

Commitments of Belgium

- 18/01/2008 **Berlin Declaration** on Open Access

  Signed by Flanders, the Wallonia-Brussels Federation and the Federal administration

- 22/10/2012 **Brussels Declaration** on Open Access to Belgian publicly funded research

  Signed by Flanders, the Wallonia-Brussels Federation and the Federal administration

- 17/07/2012 **European Commission's Recommendation** on Access to and Preservation of Scientific Information

  Request member states to develop (among others)

  - Clear policies at government, funding and research institution levels
  - Infrastructures
  - Preservation and re-use of scientific information
  - Multi-stakeholder dialogue

- 2016-2019 **Belspo Administrative** Agreement

  Call for the implementation of Institutional Open Access Repository for Scientific Institutions of all federal departments, for its **transfer** to the Royal Library where it will be merged with the **Legal Depot**.

Some IRs in Belgium

- ORFEO – IR OA to host BELSPO research results
- University College Ghent (HoGent),
- Institute of Tropical Medicine (ITG),
- Institute for Agricultural and Fisheries Research (ILVO),
- Research Institute for Nature and Forest (INBO)
- Vrije Universiteit (VUB)
- Royal Museum of Fine Arts Antwerp,

- Université de Liège – ORBI
- FRIS portal
- KUL

… and probably much more not available to the public!

Implementation

Institutional culture	Scope of the repository
Content	Process
Architecture	Access levels
Legal aspects	Standards

Institutional culture

- How the organisation is structured?
- Do you have i.e. collaboration and trust culture or not?
- Is there any competition between departments?
- Does a Document Management System exist?
- Do you have support from your ICT team?
- Customised tool versus product tool?
- ISO qualification?

Actions/Tools to introduce an IR

- => Change Management
- => User friendly tool
- => support from your ICT team

Scope of the repository

- Repository central or distributed?
- Part of the organisation?
- Output = self archiving by authors or more included intellectual output, business and administrative document?
- What do you want to do with the repository?
  - Archiving => decision making tool (360°)
- Which content?
- Templates?
- Rules?
- Standard?
- European Project ?=> new rules for projects Horizon 2020

Content - Which output?

Output (= publications)
- Contribution to journal
  - International or national articles
- Book/ Chapter in Book
- Contribution to conference
  - Paper, poster, abstract, proceedings
- Course/training material
- Thesis
- Reports
- Patent
- Other contribution

Activities
- Awards
- Conference/workshop/event participation
- Editorial work or peer review of publications
- External or academic engagement
- Public engagements

Projects
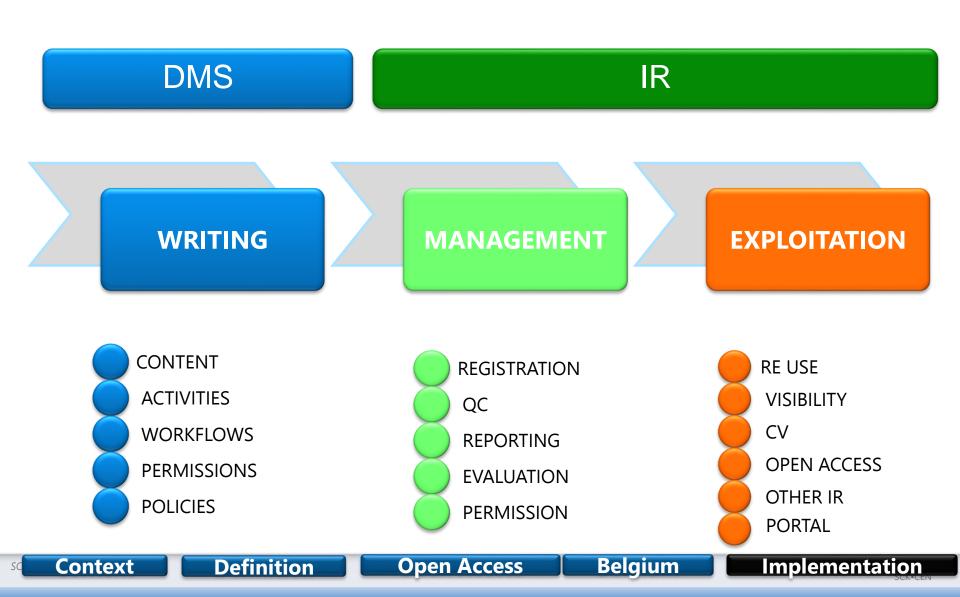- European FP7, H2020
- Contracts

External organisation
- Companies
- Other research institutes
- Agencies

External person

Profile – Curricula Vitae
- Personal
- Internal
- External
  - Specific
  - Europass

Process

DMS	IR

WRITING → **MANAGEMENT** → **EXPLOITATION**

CONTENT	REGISTRATION	RE USE
ACTIVITIES	QC	VISIBILITY
WORKFLOWS	REPORTING	CV
PERMISSIONS	EVALUATION	OPEN ACCESS
POLICIES	PERMISSION	OTHER IR
		PORTAL

Architecture – 360°

Reports
Statistics
Contacts with other organisations

Compliant with OAI-PMH protocol
METS, CERIF
Support RIS format

Access and Permissions

Each institution defines
- its own policies dealing with access to and use of materials in repositories.
  - Public/ Restricted / Confidential

- the several roles
  - authors – delegates - reviewers – approval
  - quality controller - master data manager
  - Administrator – ICT administrator

- Take into account some restrictions
  - Competitions,
  - Contracts,
  - Potential patentability information = core business of a company,
  - Copyrights,
  - Publishers licenses and their open access policies

ACTIVITIES per role

End users

- Introduce easily your publications into the IR
- Manage their output (status of submission of an article,...)
- Create CV with their Output and activities
- Export to social media : Research Gate...other IRs

Hierarchy - project leaders – Process owners

- Different levels of reports of the Research Output
- Overview of research activities
- References/links to full text
- Locate new contacts/networks
- Identify new markets for activities and researches

Knowledge Management

- Use the standard CRIS, CERIF and harmonisation of the data
- Increase the quality of the content
- Enhanced Quality control in terms of IPR, Layout, Content, Metadata
- Follow the internal policies IPR, Communication, Information (included in templates)
- Publication in open access (http://www.openacces.be)
- More visibility of public publications – in Open Access

Compliance

Librarians and administrators are responsible for operating and maintaining repositories. They have to ensure that all legal requirements are met.

- Corporations and not-for-profit organizations may have formal intellectual property policies. In some cases, intellectual property issues may be covered in employment contracts.

- Academic institutions usually opt for open access but may have to restrict access for some research activities

- Belspo Agreement

- Agreements with publishers

- Copyright – Creative Commons **http://www.creativecommons.org**.

Team

- Collaboration between: librarians, archivists, organisation, ICT
- Same comprehension and objectives
- Open to changes (manner of preservation, publishing, management...)

Conclusions

A wonderful journey

- Wonderful project
  - Contact with other persons, working within a team
  - Different topics to be covered
  - Learning process

- Change management

- Link to the security and information protection

- A journey …. No end date….

Questions/Answers

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