

# 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).



# Sponsorship & Funding



The RUBRIC project is sponsored by the Australian Commonwealth Department of Education, Science and Training as part of the Commonwealth Government's Backing Australia's Ability – An Innovation Action Plan for the Future.



**Australian Government**  

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**Department of Education,  
Science and Training**

an initiative of

**Backing**  
**Australia's**  
**Ability**

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The Australian Government's  
Commitment to Innovation

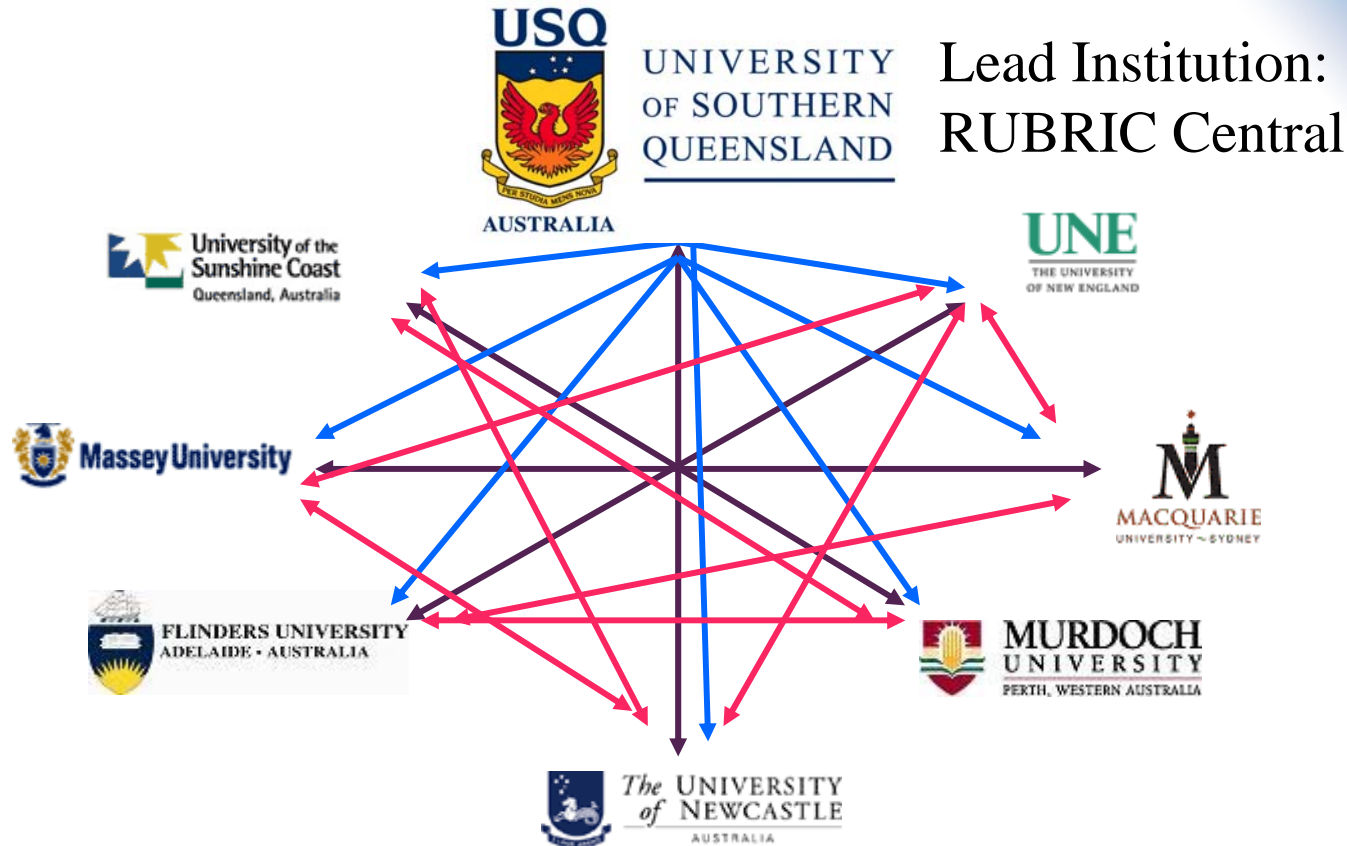
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- **Regional**
- **Universities**
- **Building**
- **Research**
- **Infrastructure**
- **Collaboratively**



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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