

Institutional Repository Work Sheet: Service Model Definition

To write a detailed service model definition for your institutional repository, your implementation team ought to consider the following issues and questions.

This list is not exhaustive, merely suggestive. The unique needs of your institution will dictate the parameters of your service definition. Note additional issues and questions in the space provided below.

- What is the service's mission?
 - Increase impact of faculty research
 - Raise visibility/prestige of institution
 - Create an institutional leadership role for the Library
 - Showcase university's research output
 - Manage institution's IT costs
 - Capture the institutional record
 - Provide vital services to academics
 - Help Libraries to meet the challenges of the digital realm
 - House digitized collections
 - Manage learning materials
 - Encourage Open Access
 - Other _____
 - Other _____

- What kinds of content will you accept?
 - Published, peer-reviewed literature
 - Pre-prints
 - Datasets
 - Research materials
 - Learning materials
 - Institutional records
 - Theses
 - Conference proceedings
 - Electronic journals
 - Other _____
 - Other _____

- Who are the key users?
 - Academics
 - Library staff
 - Students

Creating a Service Model Definition for an Institutional Repository

- Administrators
 - Internal research staff
 - External researchers
 - Other _____
 - Other _____
- Who are the key stakeholders?
- Academics
 - Library staff
 - Students
 - Administrators
 - Internal research staff
 - External researchers
 - Other _____
 - Other _____
- What services would you offer if you had unlimited resources?
- What can you afford to offer?
- Will you charge for services?
- What responsibilities will the library bear versus the content community?
- What are your top service priorities?
- What are the program's short-term and long-term priorities?

Additional issues relevant to your institution:
