

## About the University of Delaware Library Institutional Repository and DSpace

The Institutional Repository is a digital library system that uses open source DSpace software to capture, index, preserve, and distribute the intellectual output of the University of Delaware research faculty, staff, and students in digital formats to form an Institutional Repository.

## About DSpace Software and the DuraSpace Organization

DSpace software was jointly developed in 2002 by MIT Libraries and Hewlett Packard. Fedora Commons and the DSpace Foundation, two of the largest providers of open source software for managing and providing access to digital content, joined together in 2009 to form the DuraSpace Organization ([www.duraspace.org](http://www.duraspace.org)). Jointly, they will provide leadership and innovation in open source technologies for global communities who manage, preserve, and provide access to digital content.

## What is in the Institutional Repository?

The Institutional Repository consists of University of Delaware original research in digital form, including articles, working papers, technical reports, conference papers, books, data sets, the University's undergraduate and graduate catalog, images, and more.

## Does the Institutional Repository contain all of the University's Research?

No. The Institutional Repository is limited to digital research materials for which the copyright is owned by the author or the University. For items published in journals or books, online or in print, go to the Library Web site and consult *DEL*CAT (the University of Delaware Library catalog), *Electronic Journals* page, or *Databases* page provided by the Library. The Institutional Repository is growing rapidly and, as a result, research is being added on a continuing basis.

## A dynamic repository for the digital intellectual output of the University

The screenshot shows the DSpace interface for the University of Delaware Library Institutional Repository. The header includes the DSpace logo and the university name. The main content area has a welcome message and a search box. A yellow box highlights the text "Collections are added on an ongoing basis." The left sidebar contains navigation options like "Search DSpace", "Browse", and "Sign on to:". The right sidebar has sections for "What is in DSpace?", "Is this all of UD's research?", and "RSS Feeds".

The Institutional Repository provides access to and manages materials in a professionally maintained archive giving them increased visibility and accessibility over time.

[dspace.udel.edu](http://dspace.udel.edu)

## Benefits of Participation

The Institutional Repository is designed to make participation easy. Communities (such as schools, departments, labs, and centers) can adapt the system to meet their individual needs and manage the submission process themselves.

Communities can create as many collections as they wish in the Institutional Repository. Each collection can be established with different contributors and workflow options.

The Institutional Repository showcases the work of the community to researchers worldwide. The interdisciplinary content of the archive will attract a wider audience than a repository dedicated to one discipline.

## Benefits for the University of Delaware

The Institutional Repository provides access to research of the University of Delaware through one interface. The Institutional Repository represents University of Delaware scholarship and showcases the international prominence of the faculty and staff. The ability to distribute research results quickly will emphasize the cutting-edge nature of University of Delaware research.

## How to Participate

University of Delaware faculty and staff are invited to consider placing their research in the Institutional Repository.

1. Identify the material, which needs to be in digital form.
2. Read the "Policies and Guidelines" section in this brochure.
3. Obtain the written approval of the University of Delaware Academic Chair, School Director, or Research Center Director.
4. Contact one of the persons listed on the reverse side of this brochure.

Library staff will meet with you to review your needs and discuss the next steps to include your research in the Institutional Repository.

## Policies and Guidelines

### 1. Content accepted in the University of Delaware Library Institutional Repository:

- The work must be produced, submitted, or sponsored by University of Delaware faculty or staff.
- The collection or works to be submitted must have the written approval of the University of Delaware Academic Department Chair, School Director, or Research Center Director.
- The work must be education, research, or service oriented.
- The work must not be ephemeral.
- The work must be in digital form.
- The work must be complete and ready for input into the University of Delaware Library Institutional Repository.
- The author/owner must be willing and able to grant the University of Delaware Library the right to preserve and distribute the work via the University of Delaware Library Institutional Repository.
- If the work is part of a series, other works in that series should also be contributed so that the University of Delaware Library Institutional Repository can offer as full a set as possible.
- The required fields must be input with each submission (such as title, author, subject/key words) along with the content.
- The University of Delaware Library Institutional Repository uses DSpace software which fully supports many common application file types (such as MARC, Adobe PDF, and Postscript) and image files (such as TIFF, JPEG, GIF and PNG) and text files [including HTML, TXT (text), DAT (data: ASCII data), RTF (rich text format), and XML]. Audio formats AIFF, AIF, and AIFC and video formats MPEG, MPG, MPE, MOV, and QT are also supported.

## Policies and Guidelines (continued)

### 2. The role of the “community” in the University of Delaware Library Institutional Repository

A "community" in the University of Delaware Library Institutional Repository is an administrative unit defined as a University of Delaware Academic Department, School, or Research Center. Written approval of the Academic Department Chair, School Director, or Research Center Director is required for inclusion of materials from that community in the University of Delaware Library Institutional Repository.

In addition:

- Each community (Academic Department, School, Research Center) must be able to assign a coordinator who can work with Library staff.
- Groups of faculty or staff wishing to establish a community in the University of Delaware Library Institutional Repository that do not fall under the definition of Academic Department, School, or Research Center will require approval of the appropriate Academic Chair, Director, or Dean.
- Individuals may not submit items without belonging to an established community.
- The individual in the community establishes that the items submitted have copyright clearance and that the submitter has the right to submit the item(s) with regard to copyright compliance.
- The Academic Department Chair, School Director, or Research Center Director agrees that the information approved for submission to the Institutional Repository will be accessible to the world via the Web via the University of Delaware Library Institutional Repository.

## Contact Information

University of Delaware faculty and staff are invited to consider placing their research in the Institutional Repository. To participate in the University of Delaware Library Institutional Repository, contact one of the following individuals for further information:

#### Sandra K. Millard

Assistant Director for Library Public Services  
E-mail: [skm@udel.edu](mailto:skm@udel.edu)  
Phone: (302) 831-2231

#### Gregg Silvis

Assistant Director for Library Computing Systems  
E-mail: [gregg@udel.edu](mailto:gregg@udel.edu)  
Phone: (302) 831-2231

#### William Simpson

Senior Assistant Librarian  
E-mail: [wsimpson@udel.edu](mailto:wsimpson@udel.edu)  
Phone: (302) 831-0188

#### Susan Brynteson

Vice Provost and  
May Morris Director of Libraries  
E-mail: [susanb@udel.edu](mailto:susanb@udel.edu)  
Phone: (302) 831-2231



# Institutional Repository



## [dspace.udel.edu](http://dspace.udel.edu)

- Captures
- Stores
- Indexes
- Preserves
- Redistributes

the intellectual output of  
University of Delaware  
faculty, staff, and students  
in digital form.

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