

## Repositories and Preservation Proposal Cover Sheet

<b>Cover Sheet for Proposals</b> (All sections must be completed)	<i>JISC Capital Programme</i>
<b>Name of Capital Programme:</b> Repositories and Preservation Programme	
<b>Bid for Call Area :</b> (Please tick ONE BOX ONLY, as appropriate)	
<b>Tools and Innovation (Strand B)</b>	
<input type="checkbox"/>	<b>Call Area I – Tools and Innovation Projects</b> Please specify area of proposed project eg <i>'metadata generation and validation'</i>
<b>Discovery to Delivery (Strand C)</b>	
<input type="checkbox"/>	<b>Call Area II – Discovery to Delivery Projects</b> <input type="checkbox"/> a) Version identification framework <input type="checkbox"/> b) Persistent identifier interoperability demonstrator <input type="checkbox"/> c) Federated access management and repositories <input type="checkbox"/> d) Semantic interoperability demonstrator
<b>Repository Start-Up and Enhancement (Strand D)</b>	
<input checked="" type="checkbox"/>	<b>Call Area III – Repository Start-Up and Enhancement Projects</b> <input checked="" type="checkbox"/> a) Repository start-up projects <input type="checkbox"/> b) Repository enhancement projects
<b>Digital Preservation and Records Management (Strand H)</b>	
<input type="checkbox"/>	<b>Call Area IV – Digital Preservation and Records Management Projects</b> <input type="checkbox"/> a) Digital preservation across the lifecycle <input type="checkbox"/> b) Models and implementation of preservation services <input type="checkbox"/> c) Preservation tools development
<b>Shared Infrastructure Services (Strand I)</b>	
<input type="checkbox"/>	<b>Call Area V – Shared Infrastructure Services Projects</b> <input type="checkbox"/> a) Pilot implementation of licence registry <input type="checkbox"/> b) Pilot national name and factual authority service <input type="checkbox"/> c) Scoping an architecture to support digital policy management <input type="checkbox"/> d) Scoping a terminology registry
<b>Name of Lead Institution:</b> Leeds Metropolitan University	
<b>Name of Proposed Project:</b> Implementing an Institutional Repository for Leeds Metropolitan University	
<b>Name(s) of Project Partner(s):</b>	
<b>Full Contact Details for Primary Contact:</b> <b>Name:</b> Wendy Luker <b>Position:</b> Academic Support / E-Services Development Manager <b>Email:</b> w.luker@leedsmet.ac.uk <b>Address:</b>	

Leeds Metropolitan University  
 Headingley Library  
 James Graham Building  
 Beckett Park  
 Leeds LS6  
 Tel: 0113 283 7468  
 Fax:

Length of Project: 2 years

Project Start Date: March 2007      Project End Date: March 2009

Total Funding Requested from JISC: £30,000

**Funding Broken Down over Financial Years (April – March):**

Apr06 – Mar07	Apr07 – Mar08	Apr08 – Mar09
£2,679.51	£78,034.06	£79,526.15

Total Institutional Contributions: £130,239.73

Percentage Contributions over the Life of the Project:      JISC 19%      PARTNERS 81%

**Outline Project Description**

Following an institutional needs analysis, this project will deliver a repository which will serve a prioritised set of needs of Leeds Metropolitan University. The project will build on experience from the sector in creating an open access collection of materials, based on open standards, which will increase the profile of the research outputs and/or pioneering assessment learning and teaching work carried out at Leeds Met, and also make a significant contribution to the experience of learners in the institution. The project will build on experience gained through working with Leeds University on the Assessment and Learning in Practice Settings (ALPS) CETL. Importantly, the project will take cognisance of the University's partnerships with institutions both within the Regional University Network and beyond, and the repository solution(s) identified will be portable and extensible to meet the needs of this broader consortium – the latter being the potential subject of future projects and funding bids. The project will provide valuable feedback to the sector in using a hosted repository solution, specification and publication of metadata, content, data, and submission standards, and exploratory work with Further Education and other partners.

I have looked at the example FOI form at Appendix A and included an FOI form in the attached bid (Tick Box)	YES ✓	NO
---	----------	----

I have read the Circular and associated Terms and Conditions of Grant at Appendix B (Tick Box)	YES ✓	NO
--	----------	----

**FOI Withheld Information Form**

We would like JISC to consider withholding the following sections or paragraphs from disclosure should the contents of this proposal be requested under the Freedom of Information Act.

We acknowledge that the FOI Withheld Information Form is of indicative value only and that JISC may nevertheless be obliged to disclose this information in accordance with the requirements of the Act. We acknowledge that the final decision on disclosure rests with JISC.

<b>Section / Paragraph No.</b>	<b>Relevant exemption from disclosure under FOI</b>	<b>Justification</b>

Please see <http://www.ico.gov.uk> for further information on the Freedom of Information Act and the exemptions to disclosure it contains.

# Implementing an Institutional Repository for Leeds Metropolitan University

## 1. Introduction

An institutional repository for Leeds Met will meet a number of institutional needs as well as providing useful experience which will be fed back to the sector. It is envisaged that this project will deliver the following:

- An institutional needs analysis of the need for an institutional repository
- A set of priorities for potential repository content
- Implementation of an institutional repository based on the highest priority content needs
- A plan for a strategy to extend the repository to meet the remaining needs

Amongst the areas for consideration would be:

- an open access research repository
- an assessment, learning and teaching repository for learning objects, assessment objects
- a showcase for student work
- digital images of heritage collections
- a managed environment for the deposit of internal documents.

In investigating the need for a research repository, the University would need to join the community of open access publishing. A policy of open access publishing of internally produced journal articles (and, conceivably, book chapters / whole books) will enable the University to make its intellectual assets more widely available across the wider academic community. For the future, this would also enable the University to facilitate the sharing of intellectual capital amongst partners in the Regional University Network (RUN). An institutional repository of learning and assessment objects would provide a central point for the development and curation of teaching and learning materials. In the longer term, this would enable the University to work more effectively across boundaries with its partner colleges in the Regional University Network (RUN) in sharing both learning and teaching materials as well as research outputs.

This project will start in March 2007, and by April 2008 the University will have a functioning institutional repository which is structured to suit the needs of the University, with some early content contributed by interested stakeholders who have been engaged in an institutional needs audit carried out at the outset of the project. Whilst much advocacy will have taken place ahead of the implementation, the dual challenges of both populating and encouraging use of the repository will mean that the start up project will continue for a further year, at the end of which it is planned that the repository will be an accepted element of the University infrastructure, with deposit and download of materials included in the everyday workflow of a significant element of the University community. The end date of the start up phase will therefore be March 2009.

This project will provide benefits both locally and across the sector as follows:

- locally, the project will lead to increased awareness of research and/or assessment learning and teaching activities within the University which may then be extended to the RUN. Academics will benefit from ease of access to each others' research and/or teaching outputs; and learners and/or researchers will benefit from optimised access to an enhanced range of e-learning materials which can be 'dropped' directly into their virtual learning environment
- an open access repository at Leeds Metropolitan University will be a valuable addition to the number of repositories in higher education institutions in the UK
- the project will deliver experience to the sector in setting up a repository based on open source software and employing open standards. The team will draw on the experience of colleagues locally, at Leeds University, where a valuable partnership has already grown up around the use of repositories to store assessment objects as part of the Assessment and Learning in Practice Settings (ALPS) CETL [see Appendix 2]. It will also draw on the expertise and guidance provided as a result of other JISC funded projects, including SHERPA, Open DOAR and JORUM
- the project will also provide useful experience regarding joint projects with partners in Further Education institutions, through the involvement of institutions in the RUN.

## **2. Project description**

### **2.1 Project plan**

The project will encompass a number of strands, some of which will run concurrently.

#### **2.1.1. An institutional (user / business) needs analysis**

The introduction in point 1 above outlines the areas of the University's strategy where there is potential benefit to be gained through the implementation of an institutional repository. However, a detailed needs analysis will be conducted to ensure that the final product delivers the benefits required by the University, which may then be extended to meet the needs of partners. The analysis will consider whether the University's needs would be best met by a single purpose or a blended repository, or multiple repositories. For each area identified, a comprehensive list of the kinds of materials, objects and file types which may need to be deposited, stored and potentially re-used will be drawn up. Examples from across the sector and from needs already identified internally suggest that items that might be deposited will include research papers, complex learning objects, podcasts, videos, e-theses.

The analysis will result in a prioritised list of needs, from which the project team will select the top level, most immediate need and concentrate on this area for the repository start up phase. The analysis will also identify whether, depending on the type of repository identified, there is a need for both open access and federated / closed access. This will depend on the types of material to be handled, and will also require detailed consideration of issues around intellectual property rights and copyright.

#### **2.1.2 Selection of software solution**

On the basis of the outcomes of the analysis outlined above, the project team and wider consultative group will select the most appropriate software solution to meet the highest level need. Given the user requirements identified, the group will have identified whether a single repository will meet University needs, or if multiple (albeit centrally managed) repositories would be more appropriate. However, whatever the software solution, it should be extendable and/or portable to meet future needs, for example should the University wish to implement a repository which serves the needs of all the RUN partners.

Experience reported from the sector, in a number of cases as a result of earlier JISC projects (e.g. Daedalus), suggests that open source software provides a number of perfectly adequate solutions for handling different material types. However, the project team will also evaluate the potential of setting up an institutional repository using open source software through a hosted service. Service providers are relatively new in this area, and it is envisaged that the evaluation of a hosted solution could provide useful feedback to the wider community. Any solution needs to offer the University and the JISC value for money, and the project team would investigate whether, as seem superficially to be the case, a hosted solution really does offer significant savings in terms of staffing and other infrastructure costs.

In order that any solution is both scalable and sustainable, however, Leeds Met would wish to ensure that any hosted solution could also be migrated to an in-house set up (with reference to the University of Zurich who have adopted this approach with their ZORA project).

#### **2.1.3 Implementation of the chosen software solution**

Once the software product and hosting solution has been identified, the project team will identify the most appropriate way for the database to be structured, and, in order for the repository to offer maximum benefit to the sector, develop appropriate policies around metadata (a clear policy on the standard(s) to be used); data access and re-use; content types; submission protocols and a statement on preservation. It will be important at this point to take on the knowledge and experience of the sector, and the team will seek advice from the SHERPA project team, and also use the standard policies in preparation by the Open DOAR project team.

At this point, the team will consider workflow issues, and also whether self deposit by object creators / authors is the most appropriate way to populate the database or whether mediated deposit with intervention from information professionals is the preferred model.

Within this part of the project, and depending on material type and origin, the team will evaluate means of automated metadata creation, building, for example, on work already carried out by JORUM / Intrallect and on the experience some members of the project team will have built up in this area through the joint project with Leeds University as part of the ALPS (Assessment and Learning in Practice Settings) CETL. Professor Janet Finlay is submitting a related bid in the area of automatic creation of metadata for learning objects and the work of her project team may be particularly relevant at this time.

The project team will take full account of Intellectual Property rights issues and protocols. The University Copyright Clearance officer is a member of the project team, and it is envisaged that she will work with the University Secretary's office and legal advisory team in establishing appropriate workflows and guidance materials.

#### **2.1.4 Advocacy**

It is key to the success of the project that the repository is accepted as an important asset to the University, and that will become populated with significant mass of learning / assessment objects and/or open access research papers. To achieve institutional buy-in, and hence a willingness to deposit materials amongst the academic staff, it is crucial that advocacy of both open access publishing, the benefits of a central repository of shared and reusable learning and teaching materials, and the role of the repository in storing and showcasing the institution's intellectual assets is carried out both across the University and the partners in the Regional University Network. Whilst in the start up phase the team will be concentrating on one of these areas, a shared understanding of the future possibilities offered by a well populated repository, or maybe a number of repositories, will be a crucial investment in future success.

#### **2.1.5 Interoperability**

In order for the repository to be of maximum benefit to the University and wider H.E. community it is essential that open standards are used – for example, documents will be converted to XML as part of the ingest process, and metadata will be XML and UTF-8 compliant. The software must be compatible with other University systems. This compatibility must extend to resources being cross-searchable, and it must be possible, for example, to locate and retrieve a learning object and/or research paper from the repository and drop it into Web CT Vista (X-Stream).

#### **2.1.6 Evaluation**

On-going evaluation of the project will serve to keep a watching brief on a number of issues, and ensure that the repository will deliver a successful solution meeting the needs of the University, and end-users across the community. Evaluation tools that will be used will include: both informal dialogue with both internal and external stakeholders, and more formal survey methods; usage monitoring, to include both the rate of population of the database and usage statistics; analysis of the source of materials, whether these are predominantly from particular faculties and further analysis of potential reasons for this.

#### **2.1.7 Sustainability**

In order to ensure that the repository is sustainable in the longer term, the team will monitor the risk schedule (see point 3, below) on a regular basis. Software solutions will be examined for future proofing. The skills base of members of staff associated with the project will be shared amongst other members of staff (for example, existing cataloguing staff) to ensure that, should longer term funding not be secured, these skills would not be lost. A critical element of sustainability will also be tied to institutional buy-in, encouraged jointly by advocacy, evaluation and dissemination. The institutional needs analysis will have provided a clear indication of both the immediate and longer term demands the University may make of an institutional repository, and for the longer term the team will plan for extension of the repository across the broader consortium of the RUN and other partners, as well as meeting the other types of needs identified other than those addressed in the start up phase. Future sources of funding will be sought accordingly.

#### **2.1.8 Dissemination**

In addition to the project group's obligation to provide feedback to JISC, it will be important to disseminate the experiences and findings of the project back to the immediate audience and wider community in a planned and focussed manner. Opportunities will be sought to make contributions to events and relevant publications. The team will also seek to join other related JISC projects, and make contributions in both sharing information and experience, and in investigating new avenues for development.

Project Phase	Tasks / Deliverables	2007				2008				2009
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
<b>1. Institutional needs analysis</b>	Identify stakeholder groups, both within Leeds Met and within RUN partner colleges [and building on interested parties already identified e.g Jane Stapleford, Bob Rotheram, Robert Ellis]									
	Arrange forums to engage stakeholders with the project; discuss purpose and benefits of repositories, and invite participants to suggest likely materials for deposit									
	Consult colleagues regarding interoperability requirements									
	Draw up specification for repository based on needs identified.									
<b>2. Selection of appropriate software and hosting solution</b>	Conduct market analysis of available products									
	Arrange on-site demonstrations and identify reference sites									
	Draw up shortlist of products									
	Arrange trial periods for shortlisted products, where possible									
	Make final choice of system									
<b>3. Implementation</b>	Develop and publish standards on metadata, data, content, submission and preservation									
	Determine structure of database									

	Design user interfaces, both for data ingest and for searching.									
	Establish workflows (reference Professor Janet Finlay's project), including protocols for metadata creation and for IPR / copyright checking									
	Solicit materials for inclusion in database, in line with submission standards									
<b>4. Advocacy</b>	Identify champions for each area to be represented in the repository (research, assessment learning and teaching) within each Faculty									
	Present papers on open access publishing, repositories, and the vision for Leeds Met to relevant committees, e.g. Academic Committee, Research Sub-Committee									
	Circulate news and information regarding events to champions									
	Send regular updates on types of materials deposited, number of deposits per Faculty									
<b>5. Interoperability</b>	Consult relevant JISC and other open access projects to establish full list of open standards to be adhered to									
	Draw up comprehensive list of other systems with which repository will need to interface									



institutional buy-in			will be included in the project plans from the outset.
Hardware / software / other technical failure	Medium	High	Software solutions should be investigated through checking of at least 3 reference sites. Should a hosted solution be chosen, reference sites also to be approached. Pilot testing of speed and robustness of potential solutions through free trials to be carried out if possible.
Repository not be scalable to meet needs of an expanded Regional University Network	Low	High	Project to be thoroughly scaled from the outset through institutional needs analysis.
Lack of interoperability of repository with other related institutional systems and systems within RUN partner institutions	Low	Medium	Open standards to be adopted wherever possible. Testing for interoperability to be carried out as part of selection of software solution; reference sites to be approached.
Repository is not sustainable following the end of the start up project	Low	High	Project team will identify longer term needs of the University and its partners, and bid for further funding, as necessary, to continue expanding the repository

### 3. Budget

The table below represents a full economic costing of the project. Directly incurred staffing costs are explained in more detail in section 4. Hardware / software costs include the cost of a PC for the project officer, and also set up and training costs, and on-going maintenance for a hosted repository solution. These figures are based on publicly available quotes from a service provider. Project consultancy team figures include costs for two hourly project meetings to be held six times a year.

<b>Directly Incurred Staff</b>	<b>Mar-07</b>	<b>April 07– March 08</b>	<b>April 08– March 09</b>	<b>TOTAL £</b>
Project Manager Local Manager Grade, 0.1 FTE	£425.42	£5,253.89	£5,516.58	£11,195.89
Project Officer SO1, 0.5 FTE	£0.00	£14,910.46	£15,655.98	£30,566.44
Data ingest and enrichment officer Scale 5, 0.2 FTE	£0.00	£2,370.77	£4,978.63	£7,349.40
<b>Total Directly Incurred Staff (A)</b>	<b>£425.42</b>	<b>£22,535.12</b>	<b>£26,151.19</b>	<b>£49,111.73</b>
<b>Non-Staff</b>	<b>Mar-07</b>	<b>April 07– March 08</b>	<b>April 08– March 09</b>	<b>TOTAL £</b>
Travel and expenses	£100.00	£850.00	£600.00	£1,550.00

Hardware/software	£782.55	£11,500.00	£3,500.00	£15,782.55
Dissemination	£0.00	£0.00	£0.00	£0.00
Evaluation	£0.00	£0.00	£0.00	£0.00
Other	£0.00	£0.00	£0.00	£0.00
<b>Total Directly Incurred Non-Staff (B)</b>	<b>£882.55</b>	<b>£12,350.00</b>	<b>£4,100.00</b>	<b>£17,332.55</b>
<b>Directly Incurred Total (A+B=C) (C)</b>	<b>£1,307.97</b>	<b>£34,885.12</b>	<b>£30,251.19</b>	<b>£66,444.28</b>
<b>Directly Allocated</b>	<b>Mar-07</b>	<b>April 07– March 08</b>	<b>April 08– March 09</b>	<b>TOTAL £</b>
Staff - project consultancy team	£562.21	£3,471.65	£3,645.23	£7,679.09
Estates	£60.32	£2,957.30	£3,400.96	£6,418.59
Other	£0.00	£0.00	£0.00	£0.00
<b>Directly Allocated Total (D)</b>	<b>£622.53</b>	<b>£6,428.95</b>	<b>£7,046.19</b>	<b>£14,097.68</b>
<b>Indirect Costs (E)</b>	<b>£749.01</b>	<b>£36,719.99</b>	<b>£42,228.77</b>	<b>£79,697.77</b>
<b>Total Project Cost (C+D+E)</b>	<b>£2,679.51</b>	<b>£78,034.06</b>	<b>£79,526.15</b>	<b>£160,239.73</b>
<b>Amount Requested from JISC</b>	<b>£0.00</b>	<b>£30,000.00</b>	<b>£0.00</b>	<b>£30,000.00</b>
<b>Institutional Contributions</b>	<b>£2,679.51</b>	<b>£48,034.06</b>	<b>£79,526.15</b>	<b>£130,239.73</b>
<b>Percentage Contributions over the life of the project</b>		<b>JISC 19%</b>	<b>Partners 81%</b>	<b>Total 100%</b>

#### 4. Key personnel

##### 4.1 Project team and structure

###### Project Team

Jo Norry, Head of Learning Support Services

Wendy Luker, Academic Support / E-Services Development Manager

Rachel Thornton, Copyright Clearance Officer  
Project Officer  
Data Ingest and Enrichment Officer

**Project consultancy team (in addition to those listed above):**

Barbara Colledge, Deputy Dean  
Jill Taylor, Principal Lecturer and Director of the Faculty of Health Learning Technology Unit  
Janet Finlay, Professor of Interactive Systems  
Gerald Lovett, Head of Computing Services  
Therese Walker, Head of Learning Technology Services  
Representative from the University Research Office  
Representative from the University's ALT / Teacher Fellow community

The Project will be directed by Jo Norry, Head of Learning Support Services, and the Project Manager will be Wendy Luker, Academic Support / E-Services Development Manager. The project will call extensively on existing internal expertise, and colleagues in cognate areas – including both computing and learning technology services, will be asked to contribute technical advice and support. Their time has been factored into the costings outlined in the budget plan in point 3, above. The Project Manager will oversee progress of the project, drawing up a detailed project plan, the system specification for the repository hardware and software, identifying and liaising with key stakeholders, and other general project management functions. The existing Copyright Clearance Officer will also have time allocated to the project, and will advise on copyright and IPR issues. However a small number of additional staff will also be required. These posts are a 0.5 FTE project officer – this person will be required from the outset of the project, and will therefore be recruited in Spring 2007. They will conduct the day to day business of the project, for example, arranging meetings with stakeholders, timetabling meetings of the Project Consultancy team, contacting suppliers, defining standards (in consultation with the Copyright Officer). The Data Ingest and Enrichment Officer will be required as the project reaches the stage of adding items into the repository. A 0.2 fte post has been assigned for this purpose. It is planned that the person in this post will share skills and experience with members of the existing cataloguing team, and hence create a broader skills base to give added robustness to this crucial area of work.

The project will be overseen, internally, by the Project Director and the Project Consultancy team. It is planned that the latter will meet on a two monthly basis, and the Project Manager and Project Officer will report on the progress of the project to this group, including reporting on the risk schedule.

**2.2 Brief CV and Career Details: Project Director and Project Manager**

**Project Director: Jo Norry**

Head of Learning Support Services

**Relevant experience:**

As head of the University service which leads the development of the libraries, student portal and Skills for Learning resource, I have experience of leading projects across a range of higher education activities. During 2006 I directed the project to implement RFID technology for library self-services to a demanding timescale and on budget, following a European tender exercise, working closely with the chosen supplier and colleagues in Computing Services. The service has led the implementation and continuing development of the University's staff and student portals, using Luminis, over the past few years. Currently I am a member of the project team to trial integration of VLEs with digital repositories as part of the Assessment and Learning in Practice Settings (ALPS) CETL, in partnership with Leeds University. In the digital resources field Learning Support Services is currently involved in a project to procure and implement open URL technology across the Libraries e-resources for early 2007.

**Qualifications:**

2002: Registered Practitioner of the Higher Education Academy  
2000: PG Diploma Human Resource Management  
Sheffield Hallam University

- 1986: PG Diploma Librarianship and Information Studies  
Newcastle upon Tyne Polytechnic
- 1985: MA Medieval English Literature  
University of Newcastle upon Tyne
- 1984: BA (Hons) English Language and Literature (III)  
University of Newcastle upon Tyne

**Project Manager: Wendy Luker**

Academic Support / E-Services Development Manager

**Relevant experience:**

I am an experienced information professional with broad experience of both participating in and leading successful projects. At Lancaster University, from 2001-2003, I led a major project to implement a new library management system, replacing a previous system which had been written and developed in-house. This project entailed writing a system specification, over-seeing the tender process, and implementing the chosen product. At the same time, the Library adopted cataloguing standards (having previously used internally derived systems) including MARC 21 and AACR2. To ensure institutional satisfaction with the project, a wide range of stakeholders were engaged in the selection process, and the end user interface was customised in response to user comments and formal user testing. This two year project was delivered on time and on budget.

More recently, I contributed to the project plan which secured funding via the ALPS CETL at Leeds University through which Leeds Metropolitan University are designing assessment objects and lodging them in an instance of Leeds University's repository (Endeavor Curator). My role in the project is to provide expertise around the ingest process and metadata creation. I provided technical expertise and experience of the tender process to the project which implemented RFID in the Libraries at Leeds Met during 2005/06. I have also led a number of smaller scale projects, including, currently, the procurement and implementation of open URL technology across the Libraries e-resources, planned to go live early in early 2007.

**Qualifications:**

- 1994: PG Diploma Information and Library Management  
University of Northumbria at Newcastle
- 1986: BA Joint Honours English and German (IIii)  
University College London

## **Appendix 1**

### **Supporting letters**

- A Sally Brown, Pro Vice Chancellor, Professor of Higher Education Diversity in Learning and Teaching**
- B Cath Orange, Pro Vice Chancellor, Dean of Innovation North**



leeds metropolitan university

Faculty of Arts and Society City Campus  
Leeds  
LS1 3HE

Tel: 0113 283 3099  
Fax: 0113 283 3109  
Web: [www.leedsmet.ac.uk](http://www.leedsmet.ac.uk)

JISC  
Northavon House  
Coldharbour Lane  
BRISTOL  
BS16 1QD

21 November 2006

Dear Sirs

**JISC Circular 04/06: Capital Programme**

Leeds Met is really keen to be engaged in the next tranche of JISC-supported activities under the Capital Programme call for proposals.

We have a high reputation for our assessment, learning and teaching practice. Our Assessment, Learning and Teaching Strategy 2005-2008 contains focused targets intended to re-energise the curriculum to continue to meet our students' needs fully. Amongst our priorities are efforts to foster a supportive learning environment and rebalancing assessment practice to improve formative assessment and feedback to students. In all this activity, we seek to make best use of information and communication technology and are investing substantial funds to this end. We are prepared to commit support in kind and some of our TQEF funding to pump-prime activities, but need JISC funding in order to make such activities work on a cross-institutional level.

We are submitting a variety of bids which cover different kinds of initiatives with which we wish to engage. Each bid has been developed by a team within the University and has our full support. I am confident that, if funded, we will carry out the proposed activity conscientiously and effectively, delivering the declared outcomes and ensuring that they are fully embedded in our future developments.

I look forward to hearing the result of this application in due course.

Yours faithfully

Professor Sally Brown  
Pro-Vice-Chancellor  
Professor of Higher Education Diversity in Learning and Teaching  
Leeds Metropolitan University



leeds metropolitan university

Innovation North  
Faculty of Information  
and Technology

Priestley Hall  
Headingley Campus  
Beckett Park  
Leeds LS6 3QS

Tel: 0113 283 2600  
Fax: 0113 283 7599  
Web: [www.leedsmet.ac.uk](http://www.leedsmet.ac.uk)

JISC  
Northavon House  
Coldharbour Lane  
BRISTOL  
BS16 1QD

21 November 2006

Dear Sirs

**JISC Circular 04/06: Capital Programme – Repository Start Up**

Leeds Met is really keen to be engaged in the next tranche of JISC-supported activities under the Capital Programme call for proposals. The Project has the University's full support and reflects our pioneering approach to student learning and the innovative use of technology.

The project will build on experience gained through working with Leeds University on the Assessment and Learning in Practice Settings (ALPS) CETL. Importantly, the project will take cognisance of the University's partnerships with institutions both within the Regional University Network of 15 further education colleges and beyond, and the repository solution(s) identified will be portable and / or extensible to meet the needs of this broader consortium. The project will provide valuable feedback to the sector in using a hosted repository solution, specification and publication of metadata, content, data, and submission standards, and exploratory work with Further Education and other partners.

I look forward to hearing the result of this application in due course.

Yours faithfully

Cath Orange  
Pro-Vice-Chancellor and Dean  
Innovation North

## **Appendix 2**

### **The ALPS CETL Project**

Leeds Metropolitan University is a partner HEI in the Assessment and Learning in Practice Settings (ALPS) Centre for Excellence in Teaching and Learning (CETL) based at Leeds University. The mission of ALPS is to improve confidence and competence of Health and Social Care students by the time they qualify by developing the quality of assessment in the workplace. ALPS is developing the use of new technologies, such as mobile devices and new media to enhance the value and content of the assessment process. The IT strategy of ALPS aims to put in place a services led architecture to support this vision. One aspect of the strategy is access to profession specific digital content in multimedia formats. The ALPS Digital Objects and Repository project is a collaborative project between Leeds Metropolitan University and York St John's College that will inform this aspect of the ALPS architecture. The project is exploring tools for the production of digital assessment and learning objects for delivery on a mobile device and establishing procedures for digital rights management. We are assessing tools for the packaging of the objects for upload and storage within the Endeavour Curator Digital repository and testing the connectivity between the repository and the WebCT VISTA VLE. A key focus is application of metadata to the digital objects especially how the metadata is recorded and by whom during the deposit process. This will include an exploration of who is best equipped to apply such metadata (the 'object creator' or third party, information specialists) and ways in which the application of metadata can be simplified or automated. Formal usability testing of the assessment objects, and delivery processes will identify issues for subsequent incorporation into revised object design and delivery processes. The project is also exploring federated access management to other repositories that hold relevant assets. Project partners include BlackBoard, Guinti Labs and Intrallect.