

1 Repositories and Preservation Proposal Cover Sheet

Cover Sheet for Proposals (All sections must be completed)		JISC Capital Programme
Name of Capital Programme: Repositories and Preservation Programme		
Bid for Call Area : (Please tick ONE BOX ONLY, as appropriate)		
Tools and Innovation (Strand B)		
<input type="checkbox"/>	Call Area I – Tools and Innovation Projects	Please specify area of proposed project eg <i>'metadata generation and validation'</i>
Discovery to Delivery (Strand C)		
<input type="checkbox"/>	Call Area II – Discovery to Delivery Projects	<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
Repository Start-Up and Enhancement (Strand D)		
<input checked="" type="checkbox"/>	Call Area III – Repository Start-Up and Enhancement Projects	<input checked="" type="checkbox"/> a) Repository start-up projects <input type="checkbox"/> b) Repository enhancement projects
Digital Preservation and Records Management (Strand H)		
<input type="checkbox"/>	Call Area IV – Digital Preservation and Records Management Projects	<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
Shared Infrastructure Services (Strand I)		
<input type="checkbox"/>	Call Area V – Shared Infrastructure Services Projects	<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
Name of Lead Institution:		Buckinghamshire Chilterns University College
Name of Proposed Project:		Chilternrep
Name(s) of Project Partner(s): None		
Full Contact Details for Primary Contact:		
Name: Elizabeth Chamberlain		
Position: User Services Manager		
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Tel: 01494 605156

Fax:

Length of Project: 2 years

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

Total Funding Requested from JISC: £25,000

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

Apr06 – Mar07	Apr07 – Mar08	Apr08 – Mar09
	£18,000	£7,000

Total Institutional Contributions: £31,000

Percentage Contributions over the Life of the Project:	45% JISC	55% PARTNERS
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Outline Project Description

The project will provide an institutional repository for e-theses and research and scholarly outputs. A particular feature is the capture of outputs from the Faculty of Creativity & Culture that will include, for example, images of artefacts in an exhibition with an extract from the exhibition catalogue.

I have looked at the example FOI form at Appendix A and included an FOI form in the attached bid (Tick Box)	YES √	NO
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I have read the Circular and associated Terms and Conditions of Grant at Appendix B (Tick Box)	YES √	NO
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2 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.

Section / Paragraph No.	Relevant exemption from disclosure under FOI	Justification
NIL		

3 Introduction

3.1 Buckinghamshire Chilterns University College (BCUC) is a well-established medium-sized HEI. The University College offers a wide range of programmes and has particular strengths and experience in the creative arts, in its practice based professional courses, especially nursing and social work, in applied management, and in developing innovative programmes in the sports and leisure area. There are strong international and national links that add value to the experience of our students and staff.

3.2 The institution has grown and developed steadily from its origins as High Wycombe College of Art and Technology; these origins are still reflected in some of its specialist provision, for example furniture design and production. The merger of this College and the Newland Park College of Education led to the formation of Buckinghamshire College of Higher Education in 1975. Since that time the College has developed a wide range of higher education provision, originally validated by the CNAAB, subsequently by Brunel University and under its own name for the last ten years. Research students continue to be registered with Brunel University. The name of the institution was formally changed to Buckinghamshire Chilterns University College in February 1999.

3.3 The academic work of the institution is organised into three faculties. Each faculty is divided into three or four schools:

- Creativity & Culture
 - Design & Craft
 - Visual & Communication Arts
 - Music, Entertainment & Moving Image
 - Arts & Media
- Enterprise & Innovation
 - Sport, Leisure & Travel
 - Computing & Advanced technologies
 - Business & Management
- Society & Health
 - Pre-Registration Nursing
 - Community Health, Education & Social Work
 - Continuing & Advanced Practice
 - Human Sciences & Law

3.4 Research student programmes at BCUC are well established with over 130 PhD students supported through to successful completion. There are currently 75 registered PhD students. Total FTE for 2005 – 6 was 7125.4. BCUC received the following ratings in the last RAE

Mechanical Engineering	2
Metallurgy & Materials	3b
Social Policy & Administration	3b
Business & Management	2
Art & Design	3a
Sports Science	3b

Background to Institutional Repository & Institutional Support

3.5 Since 2004 BCUC has been reviewing developments taking place in the storage and dissemination of student and staff research. This was initially carried through contacts at SCOUNL, LEADIRS and SHERPA. We have also kept in close contact with staff developing repository services at Brunel to ensure interoperability with any resources developed by them. This is particularly important as Brunel currently validates BCUC research degrees.

- 3.6 The potential of an institutional repository has been discussed by Research Degrees Committee (May 2005), Information Strategy Steering Group (May and November 2005), Senate (December 2005), and Learning Resources Consultative Group (March 2006). All discussions were supportive of this development.
- 3.7 Individual staff were delighted to hear that their research was more likely to be found, eg through Google, in such a repository rather than personal web pages. The effect on citation of their work was incontrovertible. This would improve both self esteem and institutional reputation. Both aspects are of vital importance to BCUC in the new Strategic Plan.
- 3.8 There is full backing from the Senior Management Team for this project, with support allocated to assist with implementation and dissemination of information and expertise. This project links well with a significant current institutional project developing a Furniture Electronic Archive from a wide range of sources, supported by AHRC.

Project aim and objectives

- 3.9 The aim of this project is to establish a repository of the outputs of research and advanced scholarship to enable dissemination of this information to as wide an audience as possible. The objectives of the project include both the development of a process to populate the repository and the implementation of the necessary hardware and software.
- 3.10 A particular highlight of the BCUC repository will be the capture of the outputs from the Faculty of Creativity & Culture. Research outputs in this faculty need to be able to capture several different aspects of an artefact together, for example a photograph and plans of an artefact at a particular exhibition together with the appropriate extract from the exhibition catalogue. The repository will also include e-theses and research papers from all faculties.
- 3.11 The development of this repository will enhance access to a range of scholarly output from BCUC for all users within the academic and research community. This material is currently provided in a variety of formats which are not as widely available as a repository would provide, e.g. printed theses, digital images, printed exhibition catalogues, and video representation.

4 Project Description

Project Plan

4.1 Initial implementation of a repository to hold the material detailed above. The software to be used will be Dspace. Initial implementation will concentrate on setup and loading of e-theses from academic year 2005/6 onwards. This would then be extended to other materials once systems and procedures are in place for deposit of 'standard' material.

Project Timetable

4.2

March – August 2007	Purchase and installation of hardware and repository software; design & implementation of initial procedures for deposit of material; preliminary dissemination of information within BCUC.
September 2007 – March 2008	Preliminary loading of PhD theses from academic year 2005/6 and 2006/7; investigation of storage of visual media; evaluation of progress to date; continued dissemination of information and expertise to BCUC staff and students; initial dissemination of preliminary findings to the wider academic community.
March 2008 – March 2009	Consolidation and evaluation of previous work; Pilot implementation of storage of visual material; investigation of storage of pre and post print materials. extended dissemination of information to all relevant communities; review of operating procedures and integration of repository requirements into institutional regulations.

Deliverables

4.3 This project will deliver:

- 4.3.1 An institutional repository for BCUC PhD theses that will be used to deposit all suitable materials from September 2007
- 4.3.2 Consolidation of currently disparate information relating to research outputs other than PhD theses, particularly visual representation of three-dimensional outputs and other associated research activities.
- 4.3.3 Availability of the above information to the wider academic community from a single point of delivery.
- 4.3.4 Integration into Institutional policy electronic deposit of research output, thus contributing to improved research quality from the institution and improved access.

Risks

- 4.4.1 Failure to locate suitable staff resources to implement and manage the project: Staff are currently in place who could undertake the necessary work.
- 4.4.2 Failure to resource purchase of suitable hardware to run the service proposed: Capital will be identified through the normal BCUC bidding process if JISC does not support this.
- 4.4.3 Failure to implement software and hardware in the given timeframe: Sufficient slack time will be included in the project plan to ensure delivery on time.

- 4.4.4 Change of Institutional priorities that lead to reduction of staff resources allocated to project:
The project is in line with the priorities of the Strategic Plan so this should not be the case.
- 4.4.5 Inability to modify Institutional policies and procedures to integrate electronic deposit of materials:
Backing of all relevant committees, as referred to above, will assist in the adoption of appropriate policies and procedures. The procedure is already in process with relevant committees within the institution.
- 4.5 The BCUC risk management strategy will be applied to the risks outlined above. The project timetable reflects the risks listed and provides opportunities for review of the timetable and resources accordingly.

Dissemination of information

- 4.6 In conjunction with the Staff Development Unit within BCUC, all relevant academic staff will be provided with information on the proposed project and how to provide materials. Key members of staff supporting research within the institution will be members of the initial project team to ensure dissemination of information occurs from the beginning of the project.
- 4.7 Key personnel involved with the project will disseminate information on the project through suitable channels within and outside BCUC, including JISC forums, M25 events and web pages, and links with institutions such as the British Library.
- 4.8 From September 2007 onwards the project plan makes provision for dissemination activities such as internal conferences publicising the repository and participation in wider events.
- 4.9 Once established the institutional repository will be integrated into learning resources currently supported within BCUC such as the VLE and databases. This will ensure that dissemination of information on the product will take place within current staffing and resource levels. It is particularly envisaged that the VLE will use some material from the repository as learning objects for other students. This will ensure full integration of the product within BCUC in line with the current e-learning policy within the institution.

Sustainability

- 4.10 As already outlined above, the institutional repository will become a key element in delivering information to BCUC students and staff. By the completion of the project it will be integrated into relevant procedures and policies within the institution to ensure allocation of suitable resourcing. Implementation of the repository will be carried out to ensure simple maintenance. With this in mind, it is envisaged that day-to-day support of the repository will be integrated into relevant staff job descriptions, in line with developments taking place in the field of e-learning and e-support, to ensure the product is sustainable.

Evaluation

- 4.11 The Project Timetable identifies two evaluation periods assessing progress to date. This will be in the form of an independent internal evaluation team consisting of user and contributors to the Repository. The evaluation in academic year 2008-9 will include input from an outside assessor.

IPR

- 4.12 BCUC has an existing IPR policy to ensure deposit of material within the repository is within current legislation. Also, suitable plagiarism software will be purchased as part of

the initial implementation to ensure that all deposited material can be checked. Where required third-party copyright and commercial in confidence material will be checked and cleared before loading into the repository. The need for this clearance prior to deposit will be embedded in various policies within BCUC.

5 Budget

5.1 Directly allocated staff costs in total are for 15% of the Research and Development Manager and 40% of System Developer time. All staff are already employed and this represents a fraction of the cost.

Directly Incurred Staff	March 07	April 07– March 08	April 08– March 09	TOTAL £
Post, Grade & % FTE	£	£	£	£
Total Directly Incurred Staff (A)	£	£	£	£
Non-Staff				
	March 07	April 07– March 08	April 08– March 09	TOTAL £
Travel and expenses	£	£1,000	£1,000	£2,000
Hardware/software	£	£15,000	£4,000	£19,000
Dissemination	£	£1,000	£1,000	£2,000
Evaluation	£	£1,000	£1,000	£2,000
Other	£	£	£	£
Total Directly Incurred Non-Staff (B)	£	£18,000	£7,000	£25,000
Directly Incurred Total (A+B=C) (C)	£	£18,000	£7,000	£25,000
Directly Allocated				
	March 07	April 07– March 08	April 08– March 09	TOTAL £
Staff	£	£19,000	£10,000	£29,000
Estates	£	£500	£500	£1,000
Other	£	£500	£500	£1,000
Directly Allocated Total (D)	£	£20,000	£11,000	£31,000
Indirect Costs (E)	£	£	£	£
Total Project Cost (C+D+E)	£	£38,000	£18,000	£56,000
Amount Requested from JISC	£	£18,000	£7,000	£25,000
Institutional Contributions	£	£20,000	£11,000	£31,000
Percentage Contributions over the life of the project		JISC 45 %	Partners 55 %	Total 100%

6 Key Personnel

6.1 Project Board Chair: H Fletcher

Head of LIS, with six years experience of managing large projects, including Finance System, HR and Payroll System, Virtual Learning Environment.

6.2 Project Manager: E Chamberlain

Currently User Services Manager responsible for management of several LIS systems including Blackboard, web database access and LRC management system. Over two years experience in this role and five years experience in library systems management.

6.3 ICT Research & Development Manager: J Boone

Responsible for research and development of many systems within BCUC including setup of Blackboard and Novell systems. Expertise in Linux will be utilised as well as general understanding of server setup and installation of relevant software. Ten years experience of such developments.

6.4 System Developer: M Dickinson

Currently manager of LRC management system and web interfaces to the management system. It is envisaged that this role will continue to have day-to-day responsibility for maintaining the repository. Five years experience of such developments.



22 November 2006

Nike Holmes,
Repositories Capital Programme,
JISC,
Northavon House,
Coldharbour Lane,
Bristol,
BS16 1QD

Dear Mr Holmes,

JISC Bid – JISC Capital Programme Strand D (Repository Start-Up and Enhancement Projects)

The Senior Management Team of Buckinghamshire Chilterns University College fully supports the development of the enclosed Institutional Repository.

This repository will enable us to share our growing research and advanced scholarship with the sector and enhance our reputation for good quality research and scholarship.

Yours sincerely,

R Farwell
Director & Chief Executive