

JISC DEVELOPMENT PROGRAMMES

Project Document Cover Sheet

The University of Bolton Institutional Repository

Project bid

Project

Project Acronym	IR@Bolton	Project ID	IR@B
Project Title	The University of Bolton Institutional Repository		
Start Date	April 2007	End Date	March 2009
Lead Institution	The University of Bolton		
Project Director	Peter Marsh		
Project Manager & contact details	Graham Stone g.stone@bolton.ac.uk Tel. 01204 903099 Fax. 01204 903166	Eagle LSC The University of Bolton Deane Road Bolton BL3 5AB	
Partner Institutions	-		
Project Web URL	-		
Programme Name (and number)	JISC Capital Programme: Strand D (IIIa): Repository Start-up Projects		
Programme Manager	Amber Thomas		

Document

Document Title	<i>Project bid</i>		
Reporting Period			
Author(s) & project role	Graham Stone Project Manager		
Date	22 nd November 2006	Filename	University_of_Bolton_Institutional_Repository_JISC_bid
URL			
Access	<input checked="" type="checkbox"/> Project and JISC internal	<input type="checkbox"/> General dissemination	

Document History

Version	Date	Comments
1.0	Nov 2006	



Overview of Project

1. Background

Institutional Repositories (IR) are high on the agenda of UK universities. An IR at The University of Bolton will provide a central focus for research activity as well as a significant resource to benefit The University.

The UK Science and Technology Committee Inquiry Report: 'Scientific Publications; free for all'; published 20 July 2004, included recommendations that:

No 43: Each university should provide an open-access electronic repository containing articles written by its researchers

No 44: Research Councils and government funding bodies 'should mandate their funded researchers to deposit a copy of all their articles in their institution's repository' within 1 month of publication

The potential impact of establishing an Institutional Repository at The University of Bolton is far reaching. In the short term we aim to make The University's research output available to the RAE panel who have suggested that submissions which are provided via a repository in an easily navigable format will be more acceptable. The RCUK updated position statement states that,

"Research councils agree that their funded researchers should, where required to do so, deposit the outputs from research councils funded research in an acceptable repository as designated by the individual research council".

The longer term aim of the project is to embed a working IR into the culture of The University, thus establishing a research community. This will increase the visibility and impact of The University's output as well as enhancing learning and teaching in The University.

This is in line with The University's Strategic Plan 2006-2012 where it says,

"Most academic staff will...be research-active, researching and publishing in areas related to their professional discipline, working to implement research and innovation, incorporating research into policy and professional practice...leading to improved recognition of our research by the relevant UK, European and industrial and commercial funding bodies."

In addition, The University has secured HEFCE funding through the Teaching Quality Enhancement Fund to promote and support a 'research-informed teaching environment'

The TQEF guidelines state that 'All students have a right to learn in an environment that provides the opportunity to fully develop their knowledge, understanding and skills. A learning environment informed by research provides learners with an understanding of knowledge creation (the research process and research methods) and its application (in economic, social, health and global contexts). It also stimulates key skills of critical analysis, respect for evidence and informed decision-making. We feel that a research-informed environment to stimulate the development of knowledge and skills is appropriate to all levels of student learning in higher education.'

The establishment of a cumulative and perpetual IR will help The University achieve this vision.

2. Aims and Objectives

The aim is to create an Institutional Repository in which published research outputs of staff and researchers at The University are made openly available over the internet. The repository will make use of software and protocols which will allow it to be cross searchable with other repositories up to a global scale.

The benefits to The University, its staff and researchers include:

- Initially, sorting and making accessible details of The University's research output in preparation for the RAE 2008
- standardised CVs
- central archiving for research output
- improved retrieval of information
- long term preservation of The University's research output
- increased dissemination and impact
- a bank of easily accessible research outputs that could be drawn upon for teaching purposes, particularly useful where a member of staff publishes an article in a journal to which the library does not subscribe
- a record of the university research output, which can be used for marketing purposes
- identification of pockets of research within The University

In addition, it is planned to include theses, learning and teaching outputs, administrative documents of The University and raw data at a later stage.

3. Overall Approach

Our overall approach is to create a culture within The University where all research output is deposited within the IR. Our strategy is to create a cumulative and perpetual IR in five stages outlined below and expanded upon in Section 15 and Appendix B.

We will measure this by the following critical success factors

Short Term

- Procurement and customisation of IR software, considering interoperability with other University systems in addition to the open access movement as a whole
- The publication of key policies and documents which have been agreed by stakeholders in The University
- Successful management and completion of the 2008 RAE submission which will form the pilot of the IR

Long Term

- Achieving a culture which supports the IR within The University and where all research output deposited in the IR
- The inclusion of theses, learning and teaching outputs, administrative documents of The University and raw data

4. Project Outputs

- Create a fully operational Institutional Repository
- Manage the 2008 RAE submission
- Material deposited can successfully be accessed both within The University and remotely
- To effect a cultural change within The University where all research output is deposited in the IR
- The concept is supported throughout The University, both financially and in terms of staffing
- The IR is further developed to include content suitable for restricted access only
- A final report will detail the findings of the project, and report on other relevant issues to this implementation

5. Project Outcomes

The IR will provide benefits to:

- The 2008 RAE by making research output more readily available to the RAE panels
- Learning and teaching by creating a bank of easily accessible research outputs that can be utilised for learning and teaching
- The University by:
 - creating a managed approach to research output
 - promoting research output on a global scale making use of standardised metadata and interoperability
 - by raising awareness of similar research interests, thus contributing to the further development of interdisciplinary approaches
- Postgraduate students, through the provision of a way of depositing their theses in an IR as part of EThOS (Electronic Theses Online Service), which aims to offer full text access through a single web interface
- Undergraduate and postgraduate students as a value for money service for theses submission and promotion of their work to potential employers

6. Stakeholder Analysis

Stakeholder	Interest / stake	Importance
Pro Vice Chancellor	University Strategic Plan	High
Director of Research	Research Development	High
Researchers	Published research output	High
RAE	Ease of access	High
Teaching staff	Utilisation of research output for learning and teaching	High
Administrators	Management of research output	High
Undergraduates	VfM – thesis submission	Medium
Postgraduates	VfM – shop window	Medium
Other Universities	Open access	Medium
Standards organisations	Use of standardised metadata	Medium

7. Risk Analysis

Risk	Probability (1-5)	Severity (1-5)	Score (P x S)	Action to Prevent/Manage Risk
Staffing	2	2	4	Source alternative staff
Organisational	3	5	15	Directive from PVC/advocacy
Technical	2	4	8	Provide workarounds
External suppliers	1	4	4	Seek alternative suppliers
Legal	2	4	8	Ultimately seek alternative publishers for research output

8. Standards

We will use the standards for metadata and harvesting recommended by the JISC Standards for the Digital Repositories Programme (<http://www.ukoln.ac.uk/repositories/digirep/index/Standards>).

In addition we will seek advice on standards from the Repositories Research Team, the Intute Repository Search Project, the Repository Support Project and CETIS.

9. Technical Development

It is proposed that commercially available software is purchased, such as Digital Commons or Biomed Open Repository, instead of potentially expensive options such as Eprints or DSpace which would require significant IT expenditure and staff support.

10. Intellectual Property Rights

IR software will be owned and retained by the original developer, unless it is accessed as freeware. All other IPR generated in the course of the project will be owned by The University of Bolton, under terms to be negotiated between The University and project team members. The University is committed, nevertheless, to full public disclosure and dissemination of the results of the project within the sector.

Project Resources

11. Project Partners

None

12. Project Management

The project will be structured and managed in accordance with The University of Bolton's standard project management methodology and JISC's best practice guidelines.

- A steering group will be established consisting of a senior University manager as project sponsor and other stakeholders.
- A project team will be established consisting of members drawn from Learning Support Services and other relevant departments.
- The project will be administered with conventional project management quality control tools and documentation including regularly minuted project meetings, an updated project plan, risk and issues registers.

The project team has a wide range of relevant experience and skills. It will be made up of staff from both Learning Support Services and the relevant academic departments responsible for the RAE submission. A brief resume of the project team is attached in Appendix B.

Project Team (see also Appendix B)

Graham Stone (Project Manager 0.4 FTE)	Serials and Electronic Developments Manager (Learning Support Services)
Prof. Rob Campbell	Director of Research
Christine Smith	Collection Development Manager (Learning Support Services)
Shirley Ward	Research Support Librarian, Learning and Teaching Fellow (Learning Support Services)
Richard Cooke	Network Development Officer

Reporting to:

Project Steering Group

Dr. Peter Marsh (Project sponsor)	Pro Vice Chancellor (Academic)
John Napier	Director of Learning, Teaching and Curriculum Development
Prof. Elias Siores	Head of Centre for Materials Research and Innovation
Prof. Oleg Liber	Professor of E-learning (CETIS)
Karen Senior	Head of Learning Support Services

Also:

Learning Support Services Senior Management Team
Research Committee
Learner Experience Committee

13. Programme Support

None at present

14. Budget

	Year 1	Year 2	Total £
Amount Requested from JISC	£15000	£15000	£30000
Institutional Contributions	£14874	£14878	£29752

For detail see appendix A

Detailed Project Planning

15. Workpackages

Work package	2007 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1												
2												
3												
4												
5												
Work package	2008 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1												
2												
3												
4												
5												
Work package	2009 Jan	Feb	Mar									
1												
2												
3												
4												
5												

For detail see appendix B

16. Evaluation Plan

Timing	Factor to Evaluate	Questions to Address	Method(s)	Measure of Success
May 07	Customisation and administrative training	Was the system set up in accordance with project specification?	Observation	Fully operational IR
Aug 07	Publish policy	Has policy been disseminated?	Workshops	RAE submission preparation complete
Nov 07	Complete RAE submission	Have all papers been submitted?	Observation	Full submission to RAE
Jun 08	Promotion and advocacy	Have other pockets of research been identified?	Focus Groups	Increase in IR deposits from non RAE schools

Mar 09	Inclusion of theses	Has The University changed its submission policy?	Observation	Theses submitted via IR
Mar 09	Promote and support a 'research-informed teaching environment'	Has the IR become embedded in learning and teaching?	Questionnaire	Undergraduate use of IR
Mar 09	Marketing	Has the University successfully used the IR for marketing purposes?	Interviews	Increased exposure

17. Quality Plan

Output					
Timing	Quality criteria	QA method(s)	Evidence of compliance	Quality responsibilities	Quality tools (if applicable)
May 07	Accessibility	Software testing	Compliance with Web Accessibility Initiative (WAI)	Project manager	
Aug 07	Model Licence	SHERPA Guidance	Successful deposit of research output	Project manager	
Nov 07	Adherence to metadata standards	Advice from Repository Support Project	Peer review	Project manager	
Mar 08	Advocacy	SHERPA Guidance	Benchmarking	Project manager	
Mar 09	Usability	Questionnaire	Results	Project manager	

18. Dissemination Plan

Timing	Dissemination Activity	Audience	Purpose	Key Message
Apr 07	Administration training	Administration support staff	Competency	Training manual and workshops
Aug 07	Publish policies	Researchers	Raise awareness	Workshops and literature
Sep 07	Focus groups	Researchers (RAE)	Engage	Populate IR for RAE submission
Dec 07 – Mar 09	Briefing paper/Focus Groups etc.	All other researchers	Raise awareness/ Engage	Workshops and literature to encourage depositing of material
Jul 08 – Mar 09	Focus Groups etc.	Teaching staff	Raise awareness/ Engage	Workshops and literature to encourage embedding into teaching and learning
Jul 08 – Mar 09	User education	Students	Engage/ Promote	Workshops and literature to encourage use
Mar 09	Reports	HE community	Inform	Inform about lessons learned etc.

19. Exit and Sustainability Plans

Project Outputs	Action for Take-up & Embedding	Action for Exit
RAE submission		
Polices and guidelines		

Project Outputs	Why Sustainable	Scenarios for Taking Forward	Issues to Address
Be cumulative and perpetual	A lasting record of the university research output	University to fund IR from March 2009	To support the IR throughout the University, both financially and in terms of staffing
Have a positive influence upon cultural change within the University	All research output is deposited in the IR	Maintain advocacy	
Enhance The University's 'research informed teaching environment'	Embed into learning and teaching	By creating a bank of easily accessible research outputs that can be utilised for learning and teaching	
Lead to improved recognition of our research by relevant bodies	Increased research funding	Establish a research community to increase the visibility and impact of the University's output as well as enhancing learning and teaching in the University.	



WORKPACKAGES	Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1: Establish Project Group, procurement and customisation of commercially available IR software		■	■	■																					
2: Write and agree key policies and documents			■	■	■	■																			
3: RAE 2008 submission pilot						■	■	■	■																
4: Promotion and advocacy to further research output at The University									■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
5: To widen submission criteria for IR deposits																■	■	■	■	■	■	■	■	■	■

Project start date: 01-04-2007

Project completion date: 31-03-2009

Duration: 24 months

Workpackage and activity	Earliest start date	Latest completion date	Outputs (clearly indicate deliverables & reports in bold)	Milestone	Responsibility
YEAR 1					
WORKPACKAGE 1: Start-up <u>Objective:</u> Establish Project Group, procurement and customisation of commercially available IR software					
1. Institutional Repository is operational	Apr 07	Jun 07	Procurement of system		Project Team
2. It is available to manage submissions for the RAE in 2008	Apr 07	Jun 07	Complete administration training and customisation		Project Team
3. Adopt practical assistance and advice from Repository Support Project	Apr 07	Jun 07	Successful implementation		Project Team
WORKPACKAGE 2: Key policies <u>Objective:</u> Write and agree key policies and documents					
4. Publish submission policy	Jun 07	Aug 07	Publication of policy		Project Team
5. Publish access policy	Jun 07	Aug 07	Publication of policy		Project Team
6. Use model licences, including guidance from SHERPA project work, to cover IPR, deposit and legal issues	Jun 07	Aug 07	Adoption of model licences and guidance		Project Team

WORKPACKAGE 3: Pilot stage Objective: Complete RAE 2008 submission					
7. Adopt RCUK updated position statement on access to research outputs	Aug 07	Oct 07	Adoption of position statement		Project Team
8. Provide guidance for populating IR to key researchers in pilot	Aug 07	Oct 07	Publication of guidance		Project Team
9. Run staff focus groups as appropriate	Aug 07	Oct 07	RAE submission preparation complete		Project Team
WORKPACKAGE 4: Advocacy Objective: Promotion and advocacy to further research output at The University					
10. Write briefing paper to all staff on benefits of IR	Nov 07	Jan 08	Publication of briefing paper		Project Team
11. Write and agree communications and promotional strategy	Nov 07	Jan 08	Publication of strategy		Project Team
12. Adoption of SHERPA guidance on advocating the use of repositories	Nov 07	Jan 08	Adoption of guidance		Project Team
13. Identify and recruit at least one champion in each of the five schools	Nov 07	Mar 08	Increase in IR deposits from non RAE departments		Project Team
14. Run staff focus groups as appropriate	Nov 07	Mar 09	Increase in IR deposits from non RAE departments		Project Team
15. Identify 'pockets of research' within The University	Nov 07	Mar 09	Increase in IR deposits from non RAE departments		Project Team
16. Embed into Learning Support Services, Research Committee meetings etc.	Nov 07	Mar 09	Undergraduate use of IR		Project Team

YEAR 2					
WORKPACKAGE 5: Embedding and promotion <u>Objective:</u> To widen submission criteria for IR deposits					
17. Include theses, learning and teaching outputs, administration documents and raw data	Jul 08	Mar 09	Final report		Project Team
18. Affect culture change within The University	Jul 08	Mar 09	Final report		Project Team
19. Promote and support a 'research-informed teaching environment'	Jul 08	Mar 09	Final report		Project Team
20. Increase marketing opportunities for The University	Jul 08	Mar 09	Final report		Project Team

Members of Project Team:

Prof. Rob Campbell is The Director of Research, he oversees the formulation and implementation of The University's research policy, chairs committees and groups concerned with research and represents the interests of the research community and the professoriate to the Executive Board and the Academic Board. He is also responsible for The University's involvement in the forthcoming RAE2008.

Richard Cooke is a Data Systems developer. Since joining the University, he has supported the technical implementation of a new HR/Payroll system, and is currently working on a middleware projects passing data between core and secondary system using the .Net Framework, a combination of Microsoft SQL and languages such as Visual Basic .Net and ASPX .Net with some C#, Java and JavaScript. His previous employment has included writing and maintaining an integrated Internet shop and garment production management systems, and writing a web based content management system aimed at primary schools using a combination of M/S SQL COM/COM+, Visual Basic and JavaScript with DHTML. Prior to this Richard worked for a world renowned textile research and technology organisation on fabric handle prediction using neural networks, colour modelling and prediction systems. Richard is a member of the CETIS Enterprise SIG.

Graham Stone is the Serials and Electronic Developments Manager at The University of Bolton. He is responsible for the access, management and administration of nearly 10,000 e-journals and 100 databases, the Learning Support and Development web pages, the Library Management System and is Athens Administrator for the University. A member of the UK Serials Group (UKSG) committee since 2001, Graham took over the role of UKSG Education Officer in 2006 and has been a member of the Serials (ISSN (electronic) 1475-3308) editorial board since 2003. He is also treasurer of the Multimedia Information & Technology Group (North West), a sub-group of CILIP and a JIBS ('Jisc (assisted) Bibliographic dataseviceS) User Group committee member with responsibility for the JIBS website. Graham has presented workshop/briefing sessions at numerous UKSG Annual Conferences and is currently joint editor for the E-resources management handbook e-book publication (ISBN: 0-9552448-0-3).

Shirley Ward works in Learning Support Services at The University of Bolton. She is the Subject Specialist for Health and Social Care, the Research Liaison Specialist, and a University Learning and Teaching Fellow.

As Subject Specialist, Shirley is responsible for the purchase and management of library resources (both print and electronic), in her subject area, and for training students and staff in their use.

As part of her Fellowship role she is conducting research into how the teaching of study skills and information skills can be improved across the University.

In her role as Research Liaison Specialist, Shirley advises researchers (both students and staff) on what resources to use and how to access them.

Shirley sits on the Board of Governors of the University, and is Treasurer of Libraries North West (a strategic group representing the needs of all types of libraries across the North West of England). She is also Treasurer of the North West Branch of the Universities, Colleges and Research Libraries Group (a special interest group of CILIP).

Christine Smith is Collection Development Manager, responsible for stock management; monograph acquisition; document delivery; and special collections. Co-ordinator of the LSS Collection Development and Management Policy and associated strategies relating to theses and electronic books. Initial posts were in Special libraries (J.Walter Thompson and the Institute of Directors), followed by experience in academic libraries (at Doncaster College from 1984-1991, and at the University of Bolton from 1991 - present). A member of the NoWAL Shared Store Working Party (2004-5). Current areas of expertise include: archive storage; disaster management; stock relocation.

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
None	None	N/A

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

Our ref: IR@Bolton

23 November 2006

