

Cover Sheet for Proposals (All sections must be completed)		<i>JISC Capital Programme</i>
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 'metadata generation and validation'
Discovery to Delivery (Strand C)		
	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)		
	Call Area III – Repository Start-Up and Enhancement Projects	<input type="checkbox"/> a) Repository start-up projects <input checked="" type="checkbox"/> b) Repository enhancement projects
Digital Preservation and Records Management (Strand H)		
	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)		
	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: University of Worcester		
Name of Proposed Project: Extending and embedding the university repository service		
Name(s) of Project Partner(s): n/a		
Full Contact Details for Primary Contact:		
Name:	Dr Andrew Rothery	
Position:	Director of E-Learning	
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Length of Project:	Two years	
Project Start Date:	1 March 2007	Project End Date: 31 March 2009
Total Funding Requested from JISC: £60000		
Funding Broken Down over Financial Years (April – March):		
Apr06 – Mar07	Apr07 – Mar08	Apr08 – Mar09
£0 JISC £3100 University	£30370 JISC £46493 University	£29630 JISC £40813 University
Total Institutional Contributions: £90406		
Percentage Contributions over the Life of the Project:	JISC 40%	UNIVERSITY 60%
Outline Project Description		
<p>The project will extend the university's recently established learning and teaching repository to create a comprehensive university repository service which will include learning and teaching and research items. A significant component of the project is to develop ways to embed repository use into institutional procedures and workflows so that it becomes a natural part of the working approach adopted by academic staff. The project will work through a series of sub-projects designed to stimulate the population of the repository and extend its scope. These will build on the work of a regional JISC project, WM-Share, based at the university. In addition, the university repository infrastructure will be enhanced by adding facilities for research publications.</p> <p>Our vision is an open integrated repository service to support all aspects of the work of academic staff. It should provide suitable levels of online access to staff and students and include the means to share resources as much as possible with the wider academic community outside the university. This project will provide the foundation for the realization of this vision.</p>		
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

Extending and embedding the university repository service

INTRODUCTION

1 Overall aim of the project

- 1.1 The project will extend and enhance the university's recently established learning and teaching repository to create a comprehensive repository service which will include both learning and teaching and research items, of use both to members of the university and the academic community beyond.

2 The university's current repository service

- 2.1 The university set up an e-repository for learning and teaching materials in 2005 using CoRE, a repository system developed at City College Coventry, currently in use in around 30 HE/FE institutions in the region. CoRE [<http://learning.covcollege.ac.uk/demo/>] was developed specifically for educational materials and the way it works is designed to meet the needs of tutors. It works to common standards, has an open approach, and is listed in OpenDOAR.
- 2.2 Worcester's repository development was carried out in conjunction with WM-Share, a project based at the university funded as part of the JISC Distributed E-Learning Programme [<http://www2.worc.ac.uk/wm-share>]. Working with WM-Share has helped the university create its repository and given insight into the processes of sharing e-resources in learning and teaching.
- 2.3 Though Worcester's repository is now set up, and indeed the number of items is starting to grow, it has become clear that working with groups of tutors and course teams to foster sharing and promote repository use is not a quick process. In addition, the whole process of managing the repository and associated metadata is new. The next goal for the development of the learning and teaching repository is to work to embed its use in the working practices of tutors, librarians and also e-learning support staff.

3 The vision of an open integrated university repository service

- 3.1 The "university repository service" is the integrated service provided by librarians, technical staff and e-learning specialists, together with the hardware and software infrastructure housing the collections in use. Within the service different collections will be accessed through a single portal, with support, training and the drive to change attitudes and culture coming through one service delivery team, developed over a two year period. As well as encouraging staff to deposit material, the service will support staff in finding resources online and foster the sharing and re-use of e-resources generally.
- 3.2 The first step is to enhance the current learning and teaching repository by running a series of sub-projects where librarians and e-learning support staff will work with specific groups of tutors to help them make best use of the repository. Some examples of scenarios for sharing are described in a paper written at Worcester: *Online repositories for learning materials: the user perspective*, by Amber Thomas and Andrew Rothery [<http://www.ariadne.ac.uk/issue45/thomas-rothery/>]. Indeed, through the WM-Share project, the university has already started this process, but to make real progress this needs to be extended much further.
- 3.3 Also, Worcester will enhance its repository service further by including additional collections of useful educational materials – for example: collections of photographs and graphic material, and "showcases" of student work.
- 3.4 The university has committed strategically to develop an area within its repository service for research papers and academic publications generally. The project team will achieve this using EPrints [<http://www.eprints.org/>] and in fact preparatory installation of this was

carried out in January/February 2007 before the project begins. Experience in WM-Share has taught that the requirements of research publications differ from those for learning and teaching materials and each collection is best dealt with by software most suited to that purpose. EPrints will not only provide an excellent management system for university publications but also allow for interoperability with the worldwide research community.

- 3.5 The project will develop a user interface to the university repository infrastructure which presents it as an integrated service thus helping embed its use into institutional culture. The project will also foster a culture of sharing which will support making the resources within the repository service as open as possible to the external community.

4 Nature of the work to be undertaken

- 4.1 The project will run for two years starting 1 March 2007. It will achieve its overall aim by running a number of sub-projects which will cover the areas of work described in Section 3 above, and will include carrying out the necessary staff development and co-ordinating the evaluation, dissemination and sustainability of what is achieved.
- 4.2 The work will contribute to the overall JISC programme in a number of ways. First, the project will help increase the number of interoperable repositories and thereby build up the network of repositories both locally, regionally and nationally. In addition this project will focus on changing the culture within the institution, the embedding of repository use and development of approaches to achieve this for both learning and teaching, and research. What we find will be of value to other universities and the Worcester project will work in close liaison with similar projects at Manchester Metropolitan University and the University of Hertfordshire in respect of identifying issues and carrying out dissemination. The project team has experience of working in partnership with JISC and is fully committed to close collaboration with JISC to ensure that work is done within appropriate common standards and the overall JISC community approach.
- 4.3 The project will establish a new culture and new working practices across the whole range of academic activity, in particular, encouraging wider sharing of e-resources. Already the university works with partner institutions regionally through course collaborations and e-learning projects. Specifically the project will collaborate with the Lifelong Learning Network project at Worcester which will link to FE as well as HE. Another example is that the project aims to create the means whereby learning objects created locally and managed within the institutional repository can be identified and moved on to JORUM for sharing at a national level. In relation to academic publications, the university will support the Open Archives Initiative and develop external links using EPrints.
- 4.4 The university is fully committed to carrying out this work. However within current resources it would take many years to complete. With the aid of the Circular 4/06 matched funding the project team hopes that the entire enhanced repository service will be fully embedded into university culture by the beginning of the 2009 – 2010 academic year.

PROJECT DESCRIPTION

5 Project plan

- 5.1 The overall aim of the project will be realised through the following outcomes:
- To build a comprehensive repository service which meets the immediate needs of university staff whilst remaining interoperable and encouraging wider sharing of both learning and teaching materials and academic publications across the HE sector
 - To develop new workflows and working practices to embed the use of the e-repository infrastructure by teaching staff, researchers, library and support staff.
 - To create a culture of open sharing of e-resources
 - To extend the collection of learning and teaching materials, to create several additional collections, and to create a collection of research and academic publications

- 5.2 These outcomes will be generally sustainable since:
- The project team is also the team who will continue to run the new repository service, and it will make use of the expertise and knowledge developed during the project
 - The emphasis in the project on building working practices and changing culture means that the ways of working will continue into the future even if software systems and specific materials change over time
 - The benefits of using managed repositories within a focused service will be made apparent to tutors and to senior management, ensuring that their support continues.
 - The reports, guidelines and case studies produced by the project will inform future progress
 - The collections developed within the life of the project will continue to be used and developed
- 5.3 The outcomes will be achieved by carrying out a series of sub-projects:
- A. Setting up the project
 - B. Working with tutors using the repository for learning and teaching.
 - C. Setting up and promoting additional collections.
 - D. Creating a JORUM contribution workflow
 - E. Developing a research and academic publications area
 - F. Creating an online presence for the integrated repository service

These project components are described in the following sections.

6 Setting up the project

- 6.1 **Activity:** In the initial phase of the project, team roles will be confirmed, contracts of appointment drawn up as required and a detailed project plan written. The project web site will be set up at this stage, and it will grow throughout the project as the reports and outputs are produced.
- 6.2 **Outputs:** a detailed project plan and initial website by August 2007. **Sustainability:** use and develop both throughout lifetime of the project

7 Working with tutors using the repository for learning and teaching

- 7.1 **Activity:** The project team will launch a number of promotional activities and identify a number of course teams, project groups or other groups of tutors at the university and its partner colleges. During the rest of the project members of the project team will work with each team/group to help them use the repository service and build up the resources in the institutional repository; this will be done either by depositing e-resources tutors have created themselves or adding in externally provided resources. As well as such specialist groups, the project will work with the Lifelong Learning Network project based at the University of Worcester which co-ordinates the course provision across a number of partner organizations in the region and which will use the repository as part of its work. Within all this work, the culture of sharing will be fostered.
- 7.2 **Outputs:** promotional material for repository use, software changes to CoRE repository system as needed, a series of written reports from each encounter with each group continuing throughout the lifetime of the project. **Exit strategy:** to publish these reports on the web site. **Sustainability:** new working practices, cultural changes and strategies for populating the repository will continue; support will be maintained by Information and Learning Services.

8 Setting up and promoting additional collections.

- 8.1 **Activity:** The project will organize the development of a number of additional collections of resources. One example planned is to have a “showcase” of student work. This will include dissertations, special studies, essays and reports written by students as course

assignments. In some ways these are used as teaching resources to act as models for future work, but in some cases they also represent a body of knowledge which students might refer to. The library already has a collection on CDs but these are not yet held online. A second example is to build a collection of digital images created locally used principally in learning and teaching. The first set of images would be those being produced by a separate project in the Art Department which is to digitize a set of materials.

- 8.2 Outputs:** the collections themselves, developed over lifetime of project; tutor guidance materials in respect of using them; changes to configuration of CoRE system to manage these collections. **Sustainability:** continued use of the new collections, ideas generated for developing even more

9 Creating a JORUM contribution workflow

- 9.1 Activity:** The project would like to encourage tutors at Worcester to extend their local sharing of e-resources to the wider national educational community by providing a structured process. One part of this will be foster use of JORUM which the university joined in 2005. The project plans to identify a number of mechanisms by which resources located in the institutional repository can be identified as suitable, and sent to JORUM. For example, librarians who check the metadata might also identify suitable learning materials, negotiate with the tutors concerned and help them with the process of depositing in JORUM. The CoRE repository works to common standards so that learning objects can be transferred easily. Other mechanisms for identifying and transferring copies of materials will be sought and implemented.

- 9.2 Outputs:** quarterly reports on which e-resources have been sent to JORUM. **Exit strategy:** to publish reports on the project web site. **Sustainability:** change in working practice will continue to be supported by ILS.

10 Developing a research and academic publications area

- 10.1 Activity:** The project team will co-ordinate the customisation and promotion of EPrints software which was installed in January 2007 and it is now ready for immediate customization and trialling. This will involve training relevant staff to enable them to carry out the software installation and customization of the system, locating the additional service within the overall portal system, training other staff and supporting them in its use.

- 10.2 Outputs:** fully integrated and customized EPrints system, reports on initial pilot use, report on full scale use for evaluation, a set of usage policy documents; the collection of publications itself will be a project output. **Exit strategy:** to publish evaluation and ensure policy documents are accepted by the Research Policy Committee. **Sustainability:** new collection will continue to be managed and supported

11 Creating an online presence for the integrated repository service

- 11.1 Activity:** At present, staff enter the content repository from the staff portal. When they log in to the staff portal, this automatically logs them in to their account on the repository system. The project team plan to create a fuller online “entrance” to the repository system by providing links into the different facilities within the repository service. This will be supported by overall information and guidance on using the repository.

- 11.2 Output:** enhanced interactive portal-style “entrance” to the integrated repository service. **Sustainability:** continued use of the portal for existing and new repository developments

12 Evaluation and dissemination

- 12.1** The evaluation process will be directed by the Steering Group, using the Information and Learning Services quality management processes. There will be a final evaluation report

based on the reports produced within the project, together with feedback from users and managers. It will cover the impact and sustainability of the project.

- 12.2 The principal dissemination methods will occur through project processes. Internally, the project is expected to have a high impact on working practices and there will be continuous dissemination. Externally, the project team is highly committed to working in partnership with JISC and with the JISC community and since the project is creative and ambitious much dissemination will be carried out through JISC channels in collaboration with the universities of Hertfordshire and Manchester Met. However, the innovative element of the project means that some project team members will present papers at conferences, as was done with the WM-Share project, to the wider academic community. The project team would like to publish a guide to other universities as was done in WM-Share [<http://www2.worc.ac.uk/wm-share/images/stories/wmsharepublication.pdf>] but would discuss the exact approach with the other two universities and JISC first. The project team will work very closely with the new JISC Repository Support Project being run by SHERPA and its partners so that what is learned at Worcester can be passed on to others.

13 Project timetable

Project component	2007 March – August	2007 Sept - December	2008 January – June	2008 June – December	2009 January - March
Setting up the project	Confirm team membership and roles Write detailed plan Set up web site				
Working with tutors	Promote repository use. Identify specialist groups	Work with series of course teams and project groups, reporting on each “mini-project” To include courses at UW and FE partners			<i>Across all components:</i> Collect reports and data from project outputs Publish dissemination papers at conferences Final evaluation report
Creating additional collections	Confirm list of collections	Develop collections			
JORUM contribution workflow	Plan methods of identifying e-resources	Try out approaches	Continue contributing resources to JORUM		
Setting up research publications area	Customise EPrints software, train staff, and pilot initial use	Evaluate initial use, identify policy issues	Widespread use. Collection developed Usage policies defined and documented		
Online presence for the integrated repository service	Initial design	Set up first version and evaluate	Set up improved version in light of experience		

14 Project management and operation

- 14.1 The **project team**, largely drawn from members of the Learning and Teaching Services section of the university Information and Learning Service, will both plan and implement the work of the project. The team will call on the services of other staff within Information and Learning Services for technical development, web services and user services.

- 14.2 The core membership of the team will include university staff who worked on the recent WM-Share project, which finished December 2006. This is to ensure continuity, and to make the most of expertise already developed. Additional members of ILS will join the team, and the full team will in fact be the group who will run the new university repository service as an ongoing service in future. This is to ensure the sustainability of the project.
- Project leader – will lead and co-ordinate the components of the project, liaise and report to university management, liaise with and report to JISC
 - Three collections librarians – to work with tutors, manage all the collections
 - Academic liaison librarian – to work with the other liaison librarians and tutors
 - e-Learning specialist – to work with tutors in respect of learning and teaching
- 14.3 The team will obtain consultancy, training and software support from the CoRE service at City College Coventry and EPrints at Southampton University.
- 14.4 To ensure accountability and to promote sustainability, the project team will be supervised by the Information and Learning Services senior managers:
- Director of E-Learning – line manager for team members, overall project direction
 - Deputy Director of Information and Learning Services – relation to ILS as a whole
 - Director of ILS – reporting directly to the Vice Chancellor
- 14.5 The **Project Steering Group** will consist of these three managers, plus the Project Leader together with two members of the academic staff with links to the Learning and Teaching Committee and the Research Policy Committee. And the Learning Technology Co-ordinator of the Lifelong Learning Network.

15 Risk analysis

- 15.1 **Non-availability of intended staff.** This is medium risk. Impact is not high since the team is large and replacement staff would fill the role
- 15.2 **Delay in starting the project.** This is low risk as staff and hardware/software systems are already in place. Impact is low since the project team members are working on the project part-time, and will be in a position to make up lost time readily as required. In fact the UW part of the project started 1 March and activities will build up to full strength as soon as funding becomes available.
- 15.3 **Lack of “buy-in” from academic staff.** This is medium risk for learning and teaching process and low risk for research and academic publications. It would have a high impact on the success of the project. However, experience with WM-Share has suggested that changes in practice with teaching staff take time, and “buy in” will eventually follow.
- 15.4 **Lack of “buy-in” from senior management.** This is low risk as there is already evidence of commitment for the developments set out in the proposal. Already the Vice Chancellor has said that he would wish all staff research publications to be put in the repository from Easter 2007 onwards. High impact.
- 15.5 **Problems with hardware/software operation.** Medium risk. Impact is low since the focus of the project is on changing culture and embedding practice. Delays in systems development would be overcome by re-adjusting the work schedule of the project components.

16 Legal issues

- 16.1 The project team will follow the standard JISC guidelines on IPR. The items within the repositories clearly follow the IPR rules of the repository system at the university. However all publications, reports and information about software configuration will be fully open and available to any interested party in the HE sector. Most of this will be openly published on the project web site.

- 16.2 The project does not have partners so there are no formal partnership agreements.

17 How to view the current university repository

- 17.1 Appendix B presents an illustration of the current repository giving screenshots which show examples of how it operates and some of the content. It is not possible to give open accounts for reviewers to explore the system as access at this level is linked to the staff portal. However, if a reviewer of this proposal wishes to log in to the CoRE repository at Worcester please contact Dr Andrew Rothery for this to be arranged. See cover sheet for contact details.

BUDGET

18 Budget overview

- 18.1 The majority of the project costs are the staff time costs of the project team, who are current part time or full time University of Worcester staff. This time is costed either as Directly Incurred contracted additional days' work or as the Directly Allocated cost of time transferred from other duties and allocated to the project.
- 18.2 The salary of the project leader and some members of the project team are Directly Incurred costs, representing either secondments or contracts for extra days' employment of part time staff. The Directly Incurred salaries include "on costs" at 20% and a 3% pay increase in the second year. The estates and other university costs of these staff are estimated on a working day basis as Directly Allocated and as Indirect costs.
- 18.3 Directly Allocated staff costs have been estimated on a daily rate which includes salary and all overheads: senior management £300 per day, technical staff £200 per day, librarians and e-learning staff £150 per day.
- 18.4 All remaining costs relate to staff development and training, software costs, dissemination costs – all under Directly Incurred non-staff costs.
- 18.5 The project proposes that JISC contributes 40% of the project costs, an amount equivalent to one third of the Directly Incurred non-staff costs plus all the Directly Incurred staff costs. The university will contribute the other two thirds of the Directly Incurred non-staff costs plus all the Directly Allocated and the Indirect costs.
- 18.6 In addition, please note that this budget does not include the purchase of the hardware for the repository servers and backup systems, nor the hardware maintenance contracts. In this respect, the university contribution is in fact larger than indicated.

19 Benefits to the university

- 19.1 The university is clearly committed to its share of the matched funding as a result of the clear benefits in creating substantial additional new electronic collections, in developing its systems, in establishing new ways of working for service delivery, in raising its profile in the external academic community both for research and for learning and teaching.
- 19.2 There is an additional benefit to the institution, that working in partnership with JISC provides access to information and expertise to ensure that the quality of the developments at Worcester is high, and our work meets universal standards. Links with the universities of Hertfordshire and Manchester Met will be an added benefit.

20 Budget table

	April 07 - March 2007	April 08 - March 08	April 08 - Mar 09	TOTAL £
DIRECTLY INCURRED COSTS				
Staff				
Project leader £31750 p.a. (0.4 FTE)	0	15030	15480	30510
Librarian £21700 p.a. (0.15 FTE)	0	3900	4020	7920
Librarian £21700 p.a. (0.15 FTE)	0	3900	4020	7920
Admin Officer £17000 p.a. (0.1 FTE)	0	2040	2100	4140
[A] Total Directly Incurred Staff	0	24870	25620	50490
Non-staff				
Travel and expenses	0	800	800	1600
Software development	0	2000	1900	3900
Conference attendance for dissemination, working with JISC, etc	0	1200	1810	3010
Other - consumables, stationery, meetings expenses	0	500	500	1000
Eprints start up package	0	5000	0	5000
CoRe software maintenance	0	3600	3600	7200
EPrints software maintenance	0	2400	2400	4800
Staff development and training	0	1000	1020	2020
[B] Total Directly Incurred Non-staff	0	16500	12030	28530
[C] Directly incurred total (A+B=C)	0	41370	37650	79020
DIRECTLY ALLOCATED COSTS				
Director of E-Learning (£300 per day)	1200	3600	3600	8400
Director/Deputy Director ILS (£300 per day)	0	1200	1200	2400
Steering group members [3] (£300 per day)	0	1800	1800	3600
Librarians: 4 staff @ 2 days per month @ £150 per day	1050	12600	11550	25200
E-Learning: 1 day per month @ £150 per day	150	1800	1650	3600
User services: 1 @ 2 days per month @ £150 per day	300	3600	3300	7200
Systems staff (£200 per day)	400	1000	800	2200
Web services (£200 per day)	0	2000	1000	3000
Estates for Directly Incurred staff @ £15 per working day	0	3116	3116	6232
Other institutional costs for Directly Incurred @ £13 per working day	0	2702	2702	5404
[D] Directly allocated total	3100	33418	30718	67236

[E] INDIRECT COSTS @ £10 per working day for Directly Incurred staff	0	2075	2075	4150
Total project cost [C] + [D] + [E]	3100	76863	70443	150406
Amount requested from JISC (one third of [B]+ [A])	0	30370	29630	60000
Institutional contribution (two thirds of [B] + [D] + [E])	3100	46493	40813	90406
Percentage contributions over the life of the project	JISC%	University%	Total%	
	40	60	100	

KEY PERSONNEL

Andrew Rothery [Steering Group Chair]

BSc, DIC, PhD, CMath, University Teaching Fellow, Director of E-Learning.

Andrew has been Director of E-Learning for the university since 2002, previously Director of IT (1995-2002). He is also head of the new Learning and Teaching Services section within ILS which includes e-learning and library collections management. He was Project Director for the WM-Share repository project (2005 – 2006) and is a member of the JISC Repositories, Preservation and Asset Management Group, and the Steering Group for the West Midlands JISC Regional Support Centre. He was also part of the JISC MLE project (2002-2004) and has experience of running projects with partner institutions locally. Andrew is a member of a number of e-learning professional groups within the UK and also Vice President of the European organisation, EUNIS. His recent publications and conference contributions have focussed on e-repositories for learning and teaching.

Anne Hannaford [Steering Group]

Anne is Director of Information and Learning Services and reports directly to the Vice Chancellor. Previously Anne was Head of Library Services. Anne plays a role in a number of major university projects and has considerable experience of leading and supervising project activities.

Judith Keene [Steering Group]

BSc, PhD, PGDipLib, MCLIP, Deputy Director Information and Learning Services.

Judith has been Deputy Director of ILS since June 2005, and was previously Head of ILS Research. She was Project Director for the JISC MLE project “Delivering a foundation degree through a Managed Learning Environment” and a member of the Executive Group for the JISC WM-Share project (2005-06). Judith is a member of a number of professional groups within the UK library community. Recent publications and conference contributions have considered collaborative approaches to helping students develop information literacy skills, and assessing the impact of information resources upon the learning and teaching process.

Viv Bell [Steering Group]

BA, MPhil, PGCutL, Senior Lecturer in E-Learning, Project Leader WM-Share.

Viv is a senior lecturer in Computing at UW, has worked at Worcester for 6 years and specialises in e-Learning and Web Development. Viv has written many publications in the subject area, and presented a paper on institutional repository development at the EUNIS conference in 2006. From April 2005 to January 2006 Viv combined her role as senior lecturer with that of research officer for the WM-Share project. She then took over as project manager for WM-Share from January 2006 until the completion of the project in December 2006. Now Viv is the Learning Technology Co-ordinator for the Lifelong Learning Network project.

Sarah Hayes [Project Leader]

BA, HNC(IT Management), MSc (Advanced Learning Technology, in progress) E-Learning Adviser

Sarah has worked as E-Learning Adviser since October 2003 providing training and support to staff and students for use of WebCT and other developing e-learning initiatives. She was a member of the project team for the JISC-MLE Project (2002-2004) and assisted with the HEFCE-funded Shared E-Learning Project (SELP) to involve partner colleges in e-learning. Sarah has recently completed a project publishing e-learning case studies, together with Viv Bell. She is also working on an E-Materials Project which will utilise the content repository and demonstrate to staff how interactive enterprise learning materials from the TE3 (Technology Enhanced Enterprise Education Project) might be re-used in WebCT via the repository. Sarah also teaches a module on Project Management in the undergraduate degree programme in the Business School.

Deborah Offen [Project Team]

BA(Hons), DIPLib,

Janet Davidson [Project Team]

BSc(Hons), MCLIP

Subject Collections Librarians for the Institute of Health, Social Care and Psychology and the School of Sport and Exercise Science at UW

Deborah and Janet's work involves the acquisition, cataloguing and classification of library resources and the management of library collections in liaison with members of academic staff.

They have both been part of the project team for the WM-Share repository project (2005-2006) in reviewing repository entries and their descriptive metadata, adding entries, and contributing to the further development of the submitters interface and the promotion of the repository to academic staff. Deborah and Janet have also been Content Providers for Intute: Social Sciences (previously ALTIS) since 2002, with responsibilities for the selection and description of FE and HE Web resources for education and research in the social sciences field. Janet has also been a Content Provider for Intute: Health and Life Sciences (previously BIOME) since 2004, with responsibilities for HE Web resources for education and research in the healthcare and medicine field.

Clive Kennard [Project Team]

BA(Hons), DIPLib

Clive is the Subject Collections Librarian for Art, Humanities, Social Sciences and the Business School at UW. His work involves the acquisition, cataloguing and classification of library resources and the management of library collections in liaison with members of academic staff.

He is also responsible for special collections e.g. the Worcestershire Archaeological Society collection.

Libby Symonds [Project team]

BSc, MSc, PGCE, Learning Technology Officer.

Libby has been the Learning Technology Officer at the University of Worcester since April 2004 and during that time has worked closely with academic staff to develop and extend the use of e-learning across the University. She has also worked closely advising a number of academic colleagues on the use of the University repository, and attended workshops and seminars for JORUM, West Midlands e-repository curriculum group, and the University's own CoRE repository. Libby has set up a joint project for internal Learning and Teaching funding to work with the Continuing Professional Development team within the Institute of Health, Social Care and Psychology to implement an interdisciplinary shared e-learning project which will involve extensive use of the repository.

All staff designated above are available at the time of writing. In addition we are finalising negotiations to formally confirm the identity of the Academic Liaison Librarian for the Project Team, and the two lecturers for the Steering Group, one with a strong role in respect of e-learning, and a member of the Learning and Teaching Committee and the other with strong academic publications record, and a member of the Research Policy Committee.

This proposal was written March 2007, a revised version of the November 2006 proposal.

Attached:

FOI Form

Appendix A: Letter of support from Vice Chancellor

Appendix B: Introduction to the CoRE repository at Worcester

FOI Withheld Information Form

This is to confirm that any information in this proposal may be made available if a FOI request is made. No sections are to be withheld.

Section / Paragraph No.	Relevant exemption from disclosure under FOI	Justification
None	None	
None	None	



**University
of Worcester**

Professor David M A Green
Vice Chancellor and Chief Executive
Direct Line: 01905 855123 Fax: 01905 424638
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20th November 2006

To Whom It May Concern:

**JISC Capital Programme Circular 04/06: Repositories and
Preservation Programme**

I am delighted to confirm the full support of the University for "Extending and embedding the university repository service".

The project has the capacity to develop high quality processes for the development, management and support of collections of e-resources underpinning the university's activities in both learning and teaching and research. As well as having a strong impact on the university itself, the project outcomes will enable Worcester to openly share and to work collaboratively across the national academic community. The approach being taken will also help the HE sector develop its understanding of how to make best use of online resources.

The project falls within our current strategic aims for the University, and I can confirm that we are well able to meet our commitments within it.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'David Green'.

Professor David Green
Vice Chancellor & Chief Executive



Appendix B: Introduction to CoRE at the University of Worcester

The learning and teaching repository at Worcester is the CoRE repository designed by Rob Talbot from City College Coventry. CoRE is listed in The Directory of Open Access Repositories – OpenDOAR. OpenDOAR is an authoritative directory of academic open access repositories. Each OpenDOAR repository has been visited by project staff to check the information recorded in the directory is correct. The following reference to CoRE is copied from the listing:

[City College Coventry Content Repository \(CoRe\)](#)

Organisation: [City College Coventry](#), United Kingdom

Description: This is an institutional repository providing access to learning materials of the college. Some items are not available to users outside of the institution or students. The home page allows for staff members of the host organisation to log in for additional facilities.

Subjects: Multidisciplinary

Content: Learning Objects; Multimedia

Languages: English

For a demo of the CoRE repository software see:

<http://learning.covcollege.ac.uk/demo/>

Access to the Repository at Worcester

Access to the repository is controlled via the staff login page, so the following screen-shots demonstrate the variety of items currently available. At present the Education section of the repository is the most populated, this is due to the dedication of the Early Years team, who have spent a number of months uploading useful resources which they share amongst the teaching team.

Appendix B – The CoRE Repository at Worcester

Screen-shots:

The screenshot shows a Microsoft Internet Explorer browser window displaying the search results for 'EDUCATION' in the University of Worcester Content Repository. The address bar shows the URL: <http://eos1.worc.ac.uk/cgi-bin/search/search.pl?terms='EDUCATION'&sort=Matches&display=5&b=1&t=1>. The search results page features the University of Worcester logo and navigation links. It indicates that there are 413 total matches for 'EDUCATION' and that the search was completed in 0.07 seconds. The results are displayed in a list format, with the first two items visible:

- 1. Early Childhood Foundation Degree : Education : Special Educational Needs : Reading List**
This Word Document contains a list of journal articles on the subject of **education** and special **educational** needs. Recommended journal article for the Early Childhood Foundation Degree.
Keywords: **education** special **educational** needs inclusive practice exclusion inclusion early years inclusive **education** children Curriculum: **EDUCATION Education** (General)
Author: Janet Davidson University of Worcester Reviewer: Janet Davidson University of Worcester Publisher: University of Worcester
Formats: application/msword
Matches: 11 Score: 17.58 Last Updated: Aug 5, 2006
- 2. Foundation Stage Units : a Response to the Foundation Stage : Conference Paper**
This document provides access to a paper by Ros Garrick and Di Chilvers presented at the British **Educational** Research Association Annual Conference, Heriot-Watt University, Edinburgh, 11th - 13th September 2003. This paper examines developments in **educational** policy over the last decade in England and their impact on professional thinking and practice in relation to an appropriate curriculum model and pedagogy for early childhood **education**. This paper was added to the **Education**-line database in December 2003.
Recommended conference paper for the Early Childhood Foundation Degree.
Keywords: **educational** policy curriculum early childhood **education** foundation stage Curriculum: **EDUCATION Education** (General)
Author: Ros Garrick and Di Chilvers Reviewer: Janet Davidson University of Worcester Publisher: British **Educational** Research Association
Formats: application/msword

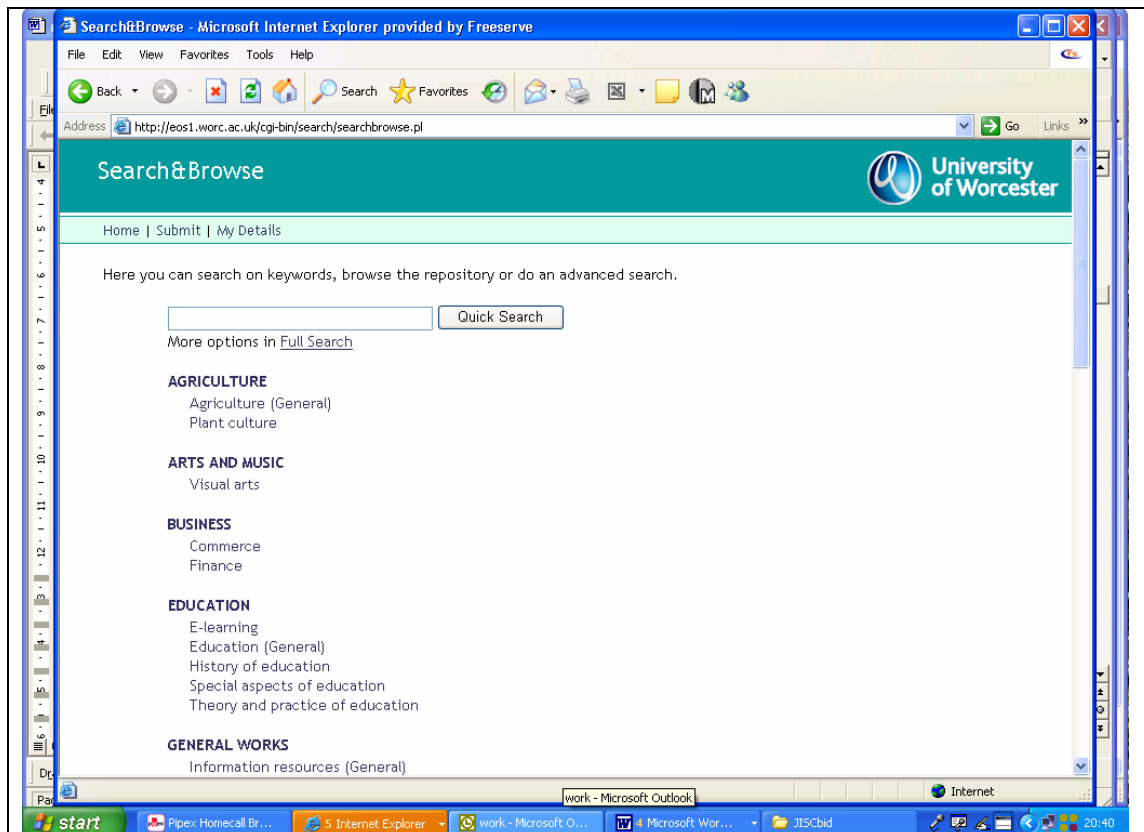
Screen-shot 1: the above screen-shot shows the results of the Browse Education facility. Currently there are 413 matches for education. This section of the repository is the most populated section at present.

The screenshot shows a Microsoft Internet Explorer browser window displaying the search results for 'BUSINESS' in the University of Worcester Content Repository. The address bar shows the URL: <http://eos1.worc.ac.uk/cgi-bin/search/search.pl?terms='BUSINESS'&sort=Matches&display=5&b=1&t=1>. The search results page features the University of Worcester logo and navigation links. It indicates that there are 17 total matches for 'BUSINESS' and that the search was completed in 0.06 seconds. The results are displayed in a list format, with the first three items visible:

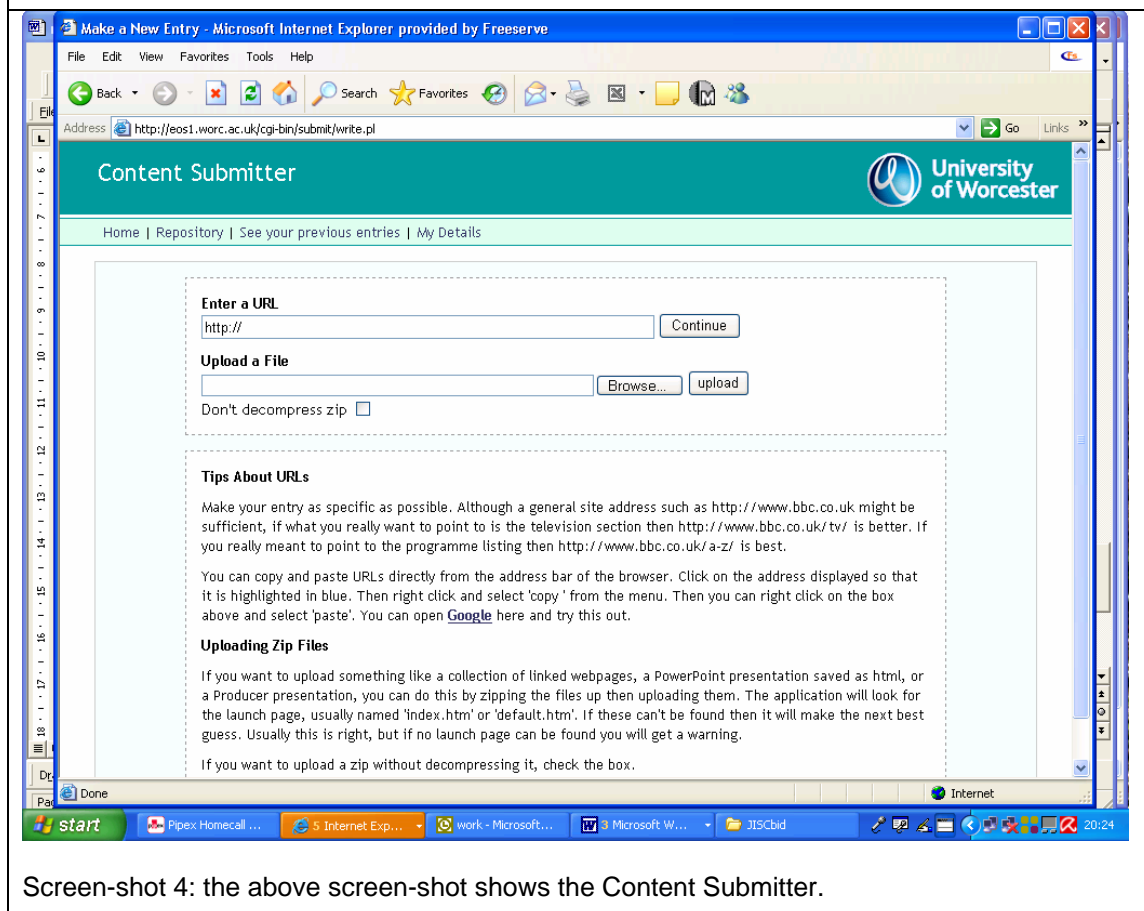
- 1. Online Resources for Arts, Humanities, Social Sciences, Sport, Business & Computing**
List of useful electronic information sources for finding resources in the arts, humanities, social sciences, sport, **business** and computing, for University of Worcester students and staff.
Single page handout with list of resources.
Keywords: electronic resources online information sources e-journals journals articles websites english drama history media sociology sport **business** computing information technology IT
Curriculum: GENERAL WORKS Information resources (General)
Author: Jane Somervell University of Worcester Reviewer: Deborah Offen University of Worcester Publisher: University of Worcester
Formats: application/msword
Matches: 4 Score: 4.82 Last Updated: Jul 4, 2006
- 2. Calculation of Profit and Loss**
Interactive Powerpoint presentation outlining the calculation of profit and loss to show how well a **business** has traded over a particular period of time. There is an accompanying worksheet in Word format also available in this repository. This was downloaded from Ferl
<http://ferl.becta.org.uk/display.cfm?resID=8232>
Keywords: profit and loss accounting calculations **business** studies
Curriculum: **BUSINESS** Finance
Author: joan walker JISC Regional Support Centre for Scotland South and West Reviewer: Amber Thomas University of Worcester Publisher: University of Worcester
Formats: application/powerpoint
Matches: 3 Score: 4.40 Last Updated: May 19, 2006
- 3. Profit and Loss Drag and Drop Exercise**

Screen-shot 2: the above screen-shot shows the results using the Browse facility for Business items. There are currently 17 matches for Business.

Appendix B – The CoRE Repository at Worcester

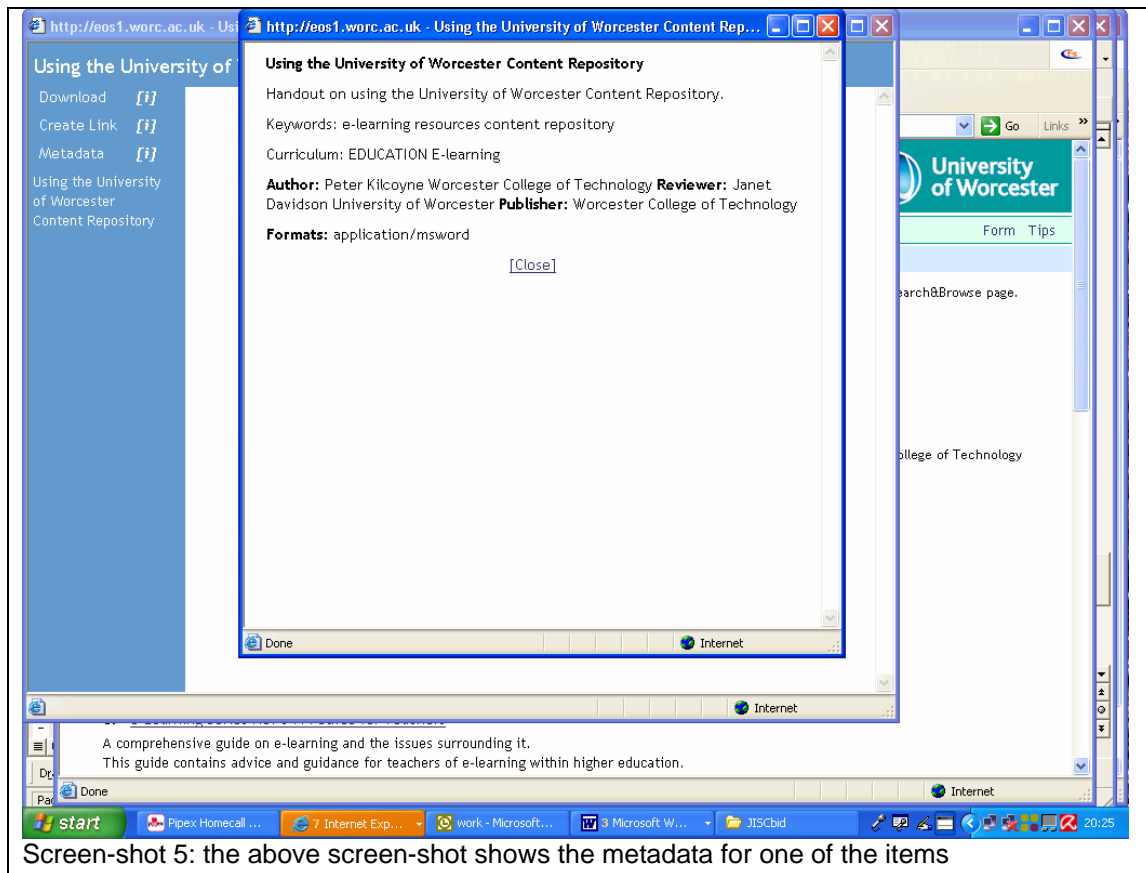


Screen-shot 3: the above screen-shot shows the Search and Browse screen



Screen-shot 4: the above screen-shot shows the Content Submitter.

Appendix B – The CoRE Repository at Worcester



Using the University of Worcester Content Repository – Guide for Staff

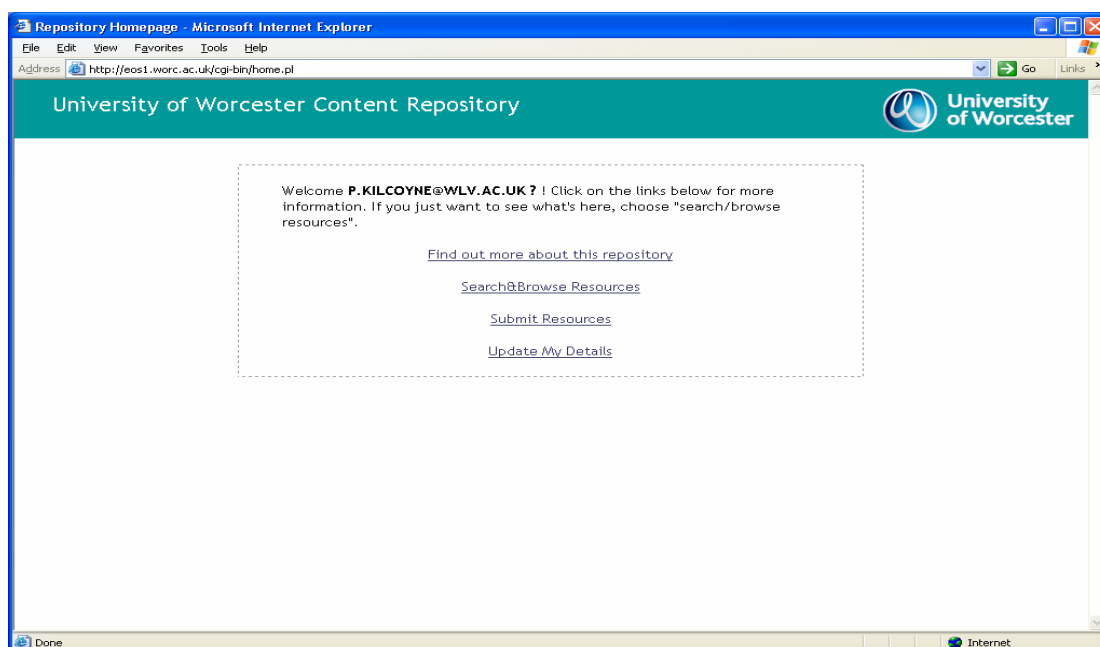
To Access the Repository

Go to <http://www.worcester.ac.uk/> and click on staff

Put in your username and password

This will take you to the staff homepage.

Click on the link to the Content Repository, you should then see the following page.



If this is your first time on this page go to “Update my Details” and fill in your personal information.

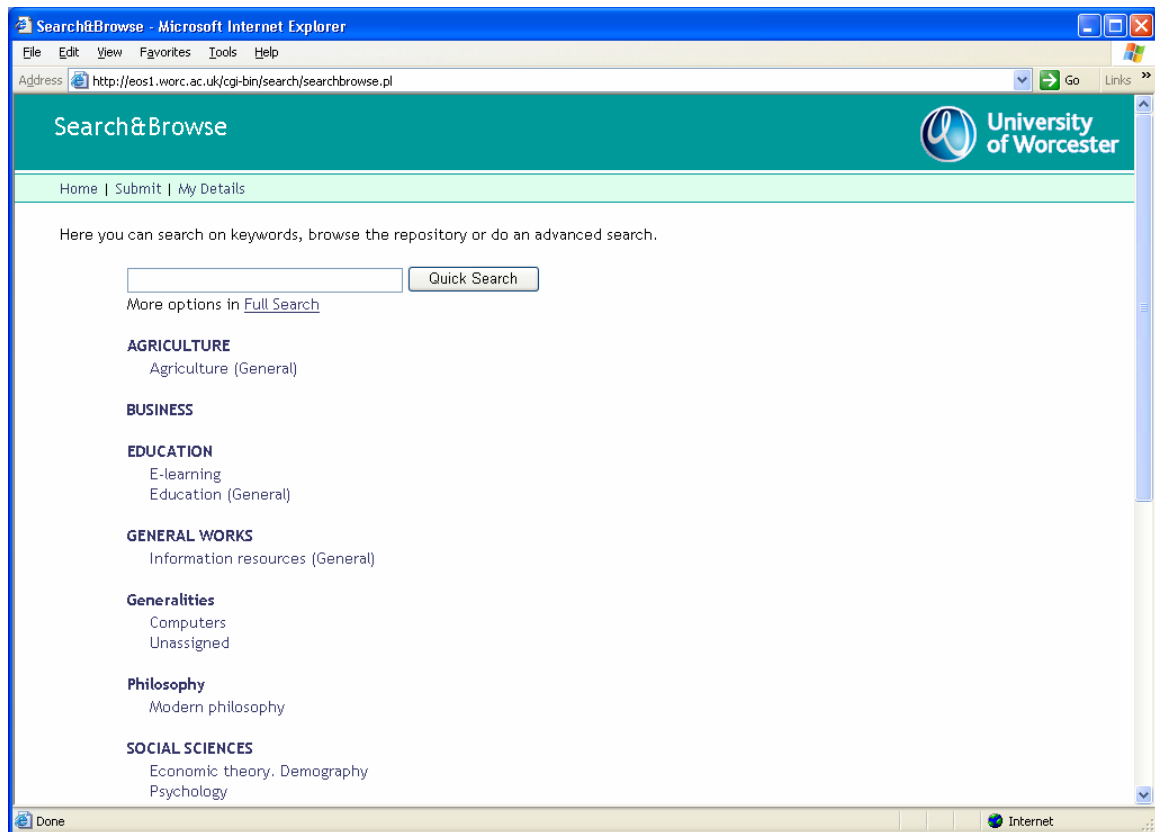
Searching and browsing

Resources that are in the Repository can be accessed by either searching or browsing.

To do this Click on the “Search or Browse Resources” link

This will take you to the following screen

Appendix B – The CoRE Repository at Worcester

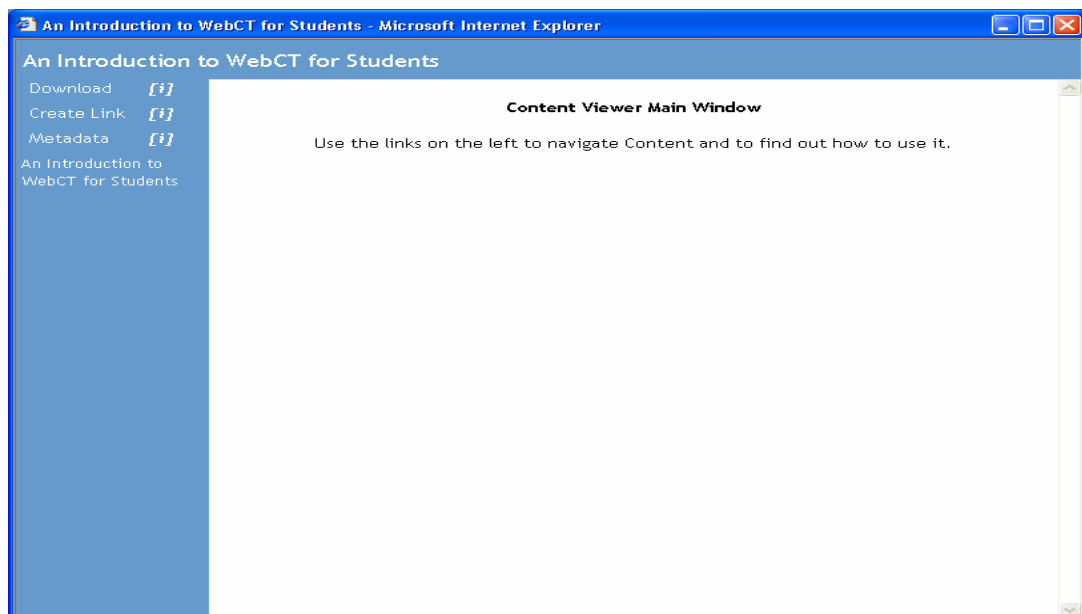


From here you can either search by entering your search term(s) into the box or you can browse by clicking on the categories below.

Downloading Resources

Once you have found resources if you decide that it is something you want to use you can choose to download the file.

To do this click on the Download link at the top right hand corner of the resource



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Follow the instructions on the two pop ups that appear to make zip and download zip.

The resource and the ims manifest file will then be downloaded as a zip file. You will need to unzip this to access the files.

Linking into the Repository

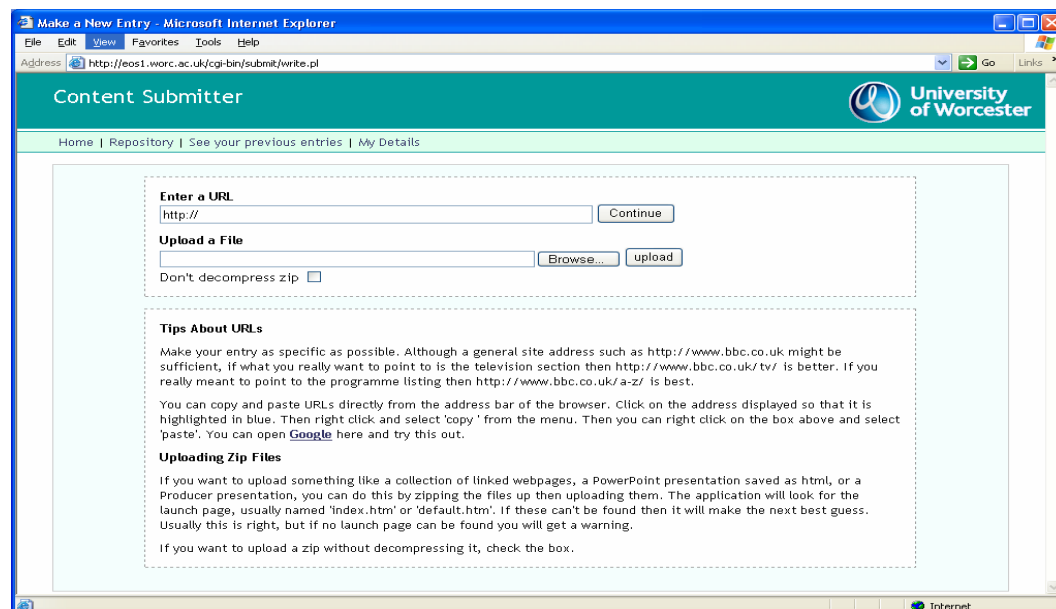
One way you can use the Repository is to find resources and then to create shortcuts to them from within a VLE or other Learning Platform.

To do this click on the “create link” link underneath the download link. A pop up window then appears. For Internet Explorer right click on the link and select “copy shortcut”, this can then be pasted into a word document, webpage, powerpoint etc or directly into a VLE.

Adding Content to the Repository

One of the options on the Repository Homepage is a link to “Submit Resources” Clicking on the link will take you to the “Content Submitter” From here you can submit either a URL (web address), file or a number of files that you have zipped into a folder. The submitter does two things, it adds the file to the repository and it allows the user to associates metadata with the resource. The metadata is information about the resource and allows it to be indexed, browsed for and searched for.

The Content Submitter



The screenshot shows a web browser window titled "Make a New Entry - Microsoft Internet Explorer". The address bar shows the URL: <http://eos1.worc.ac.uk/cgi-bin/submit/write.pl>. The page content includes the University of Worcester logo and navigation links: Home | Repository | See your previous entries | My Details. The main form area is titled "Content Submitter" and contains the following elements:

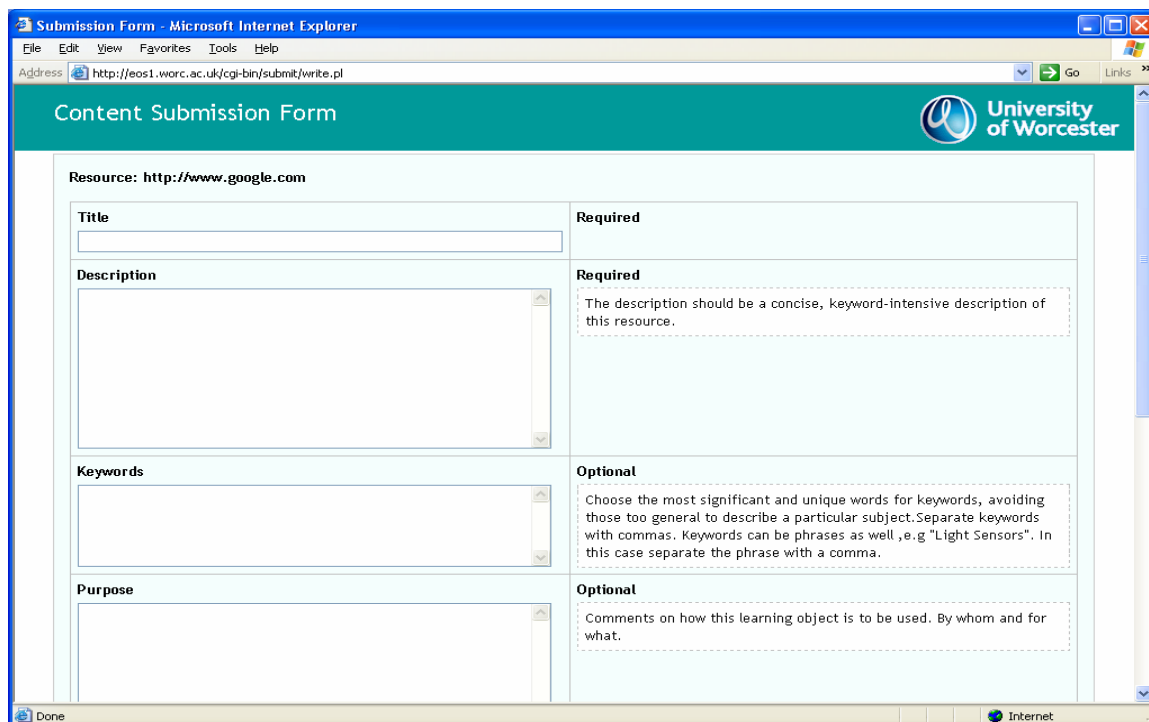
- Enter a URL:** A text input field containing "http://" and a "Continue" button.
- Upload a File:** A text input field, a "Browse..." button, and an "upload" button.
- Don't decompress zip:** A checkbox.
- Tips About URLs:** A text block providing instructions on how to format URLs for submission.
- Uploading Zip Files:** A text block providing instructions on how to upload zip files.

Adding a URL

To add a URL to the Repository type the address into the box starting http:// and click “Continue”

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You will then be taken to the “Content Submission Form”



The screenshot shows a web browser window titled "Submission Form - Microsoft Internet Explorer". The address bar displays "http://eos1.worc.ac.uk/cgi-bin/submit/write.pl". The page header is green with the text "Content Submission Form" and the University of Worcester logo. The main content area is a form with the following fields and instructions:

- Resource:** http://www.google.com
- Title:** A text input field.
- Description:** A large text area. **Required:** The description should be a concise, keyword-intensive description of this resource.
- Keywords:** A text input field. **Optional:** Choose the most significant and unique words for keywords, avoiding those too general to describe a particular subject. Separate keywords with commas. Keywords can be phrases as well, e.g. "Light Sensors". In this case separate the phrase with a comma.
- Purpose:** A text input field. **Optional:** Comments on how this learning object is to be used. By whom and for what.

Fill in the Form and click “Submit” to add to the Repository.

Uploading a File

Uploading a File is similar to adding an attachment to an email. You must first click on “Browse” and Browse your computer or the network it’s on for the file you want to upload.

Once you’ve selected your file Click Upload. You will then be taken to the “Content Submission Form” add metadata in the same way as when Submitting a URL.