Identifying Policy Trends: Institutional Repository Policy Survey Results

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http://ufdc.ufl.edu/IR00009690

Background

Created in 2006, the Institutional Repository at the University of Florida (IR@UF) has grown in both size and scope. In 2016 the IR Manager set out to review the existing IR policies at UF and complete an environmental scan of peer institutions to determine best practices in order to recommend policy revisions.

July – Oct. 2015 – review peer institution IR websites; formulate survey questions

April 2016 – Send Pilot survey to 26 institutions; 16 (61%) responded

May – Sept. 2016 – Update survey based on feedback from peers, add 3 questions to determine scope of IRs at participating institutions

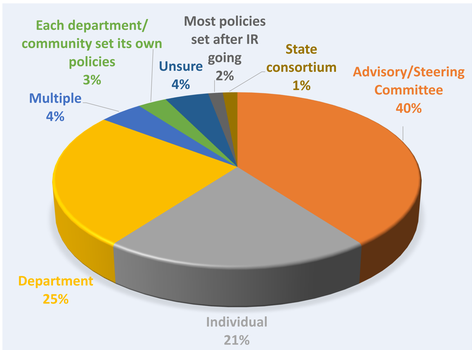
Oct. 2016 – Send final survey out via 6 academic list-servs; 76 respondents

Total of 94 respondents:
- 67 US institutions
- 7 International institutions
- 20 Unspecified

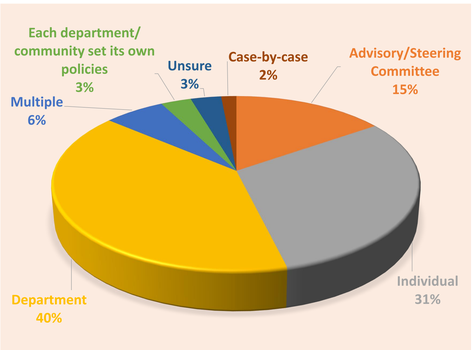
IR Administration

Which department administers the IR at your institution?
68 respondents
100% are administered by the library,
with 4% sharing administration with another department

Which entity set the initial policies when your IR was established?
68 respondents



Which entity is in charge of IR policy revision/upkeep?
65 respondents



Submission Policies

Who can contribute materials to the IR?
65 respondents

95% - Faculty Members

92% - Graduate Students

83% - Staff

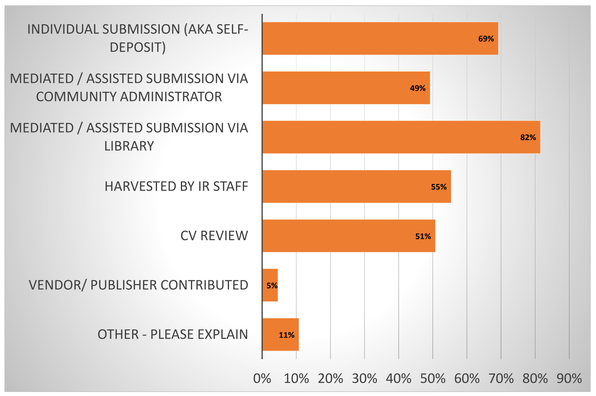
74% - Researchers affiliated with the institution

71% - Undergraduate Students

69% - Emeritus Faculty

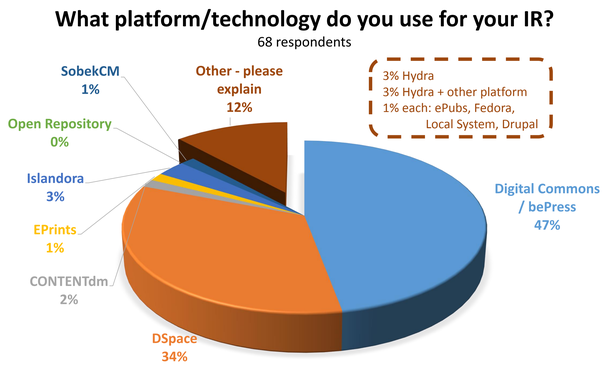
Out of 66 respondents, 52 (79%) indicated the IR Manager or Repository Curator acts in the role of curator / gatekeeper for materials going into the IR.

How are materials identified/ collected for inclusion in the IR?
65 respondents



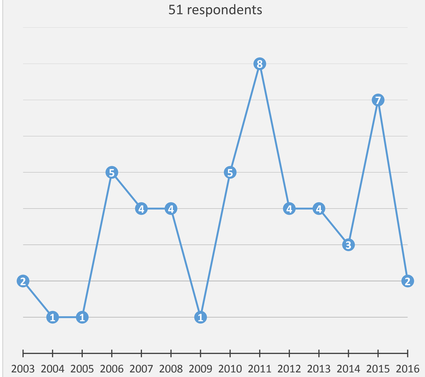
Demographics

What platform/technology do you use for your IR?
68 respondents



How many items are currently in your IR (49 respondents)	
>1,000	8%
1,000-4,999	22%
5,000-9,999	18%
10,000-14,999	14%
15,000-19,999	4%
20,000-24,999	12%
Largest IR contained 190,000 items	

When was your IR Founded?
51 respondents



Other IR Policies

Theses and Dissertations

89% of respondents accept ETDs
83% include digitized from print theses and dissertations
87% have a separate collection for ETDs

Metadata for ETDs primarily (59%) comes from ETD authors. Other places include ProQuest, Cataloging, Graduate School.

59% include supplemental material on the same record as the ETD, 10% on a linked record

Metadata

What metadata is available for items in your IR, and how is it collected / assigned? Most common answers

Provided by Submitter – Required
Title
Author
Date

Provided by Submitter – Strongly Preferred
Abstract

Provided by Submitter – Optional
Citation
Other Version
Peer Review
Publication Status
Sponsors/ Funding
Temporal Coverage
Spatial Coverage
URL to related items*
Language*
Number (hierarchy info)*
Comments*

Added by Staff
Subject Keywords
Type/ Format
Rights
Discipline
Identifiers (e.g. DOI, ARK, etc)
URL to related items*
Language*
Number (hierarchy info)*

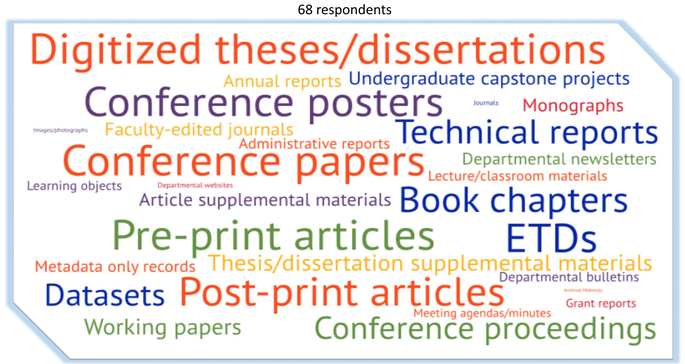
Collection varies by institution
Subject Keywords
Contributors
Publisher

System vdoesn't support
Comments*

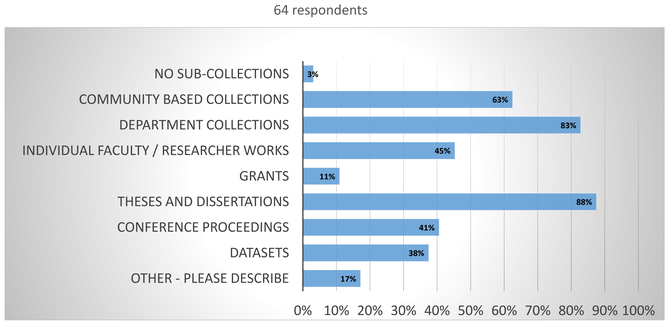
*These items were split almost equally in how they were handled

Collection Policies

What types of content are housed in your IR?
Responses weighted based on number of institutions that include a particular type of material in their IR
68 respondents



Please identify the distinct sub-collections contained in your IR
64 respondents



Institutional Repository vs. University Archive

39% of respondents indicate that they have separate digital University Archive

28% indicate the IR acts in the role of the digital University Archive

14% have no digital University Archive