

## **ARRO Project – Progress Report March 2010**

Having consulted with key stakeholders to determine their needs and visited other institutions to learn about their experience, the ARRO Project Team established the requirements for the repository system. They evaluated available Institutional Repository software, and corresponding hardware requirements, against the agreed criteria and selected DSpace software hosted by BioMed Central. The software is now available to the Project Team and it has been configured so that access will be straightforward for users within the University.

Since the Repository Project Officer was appointed in November, the structure for grouping entries within ARRO has been agreed and set up. The Team came to realise that it would be too complex to group entries by Research Centres, Research Groups and Research Units, as originally intended, and decided to use only Faculties and Research Institutes to indicate which research area produced collections of entries. There will be a separate collection for Research Theses.

The Project Team is continuing to work on agreeing and documenting policies and procedures for the deposit and subsequent management of material within the repository. One policy applies to the types of content that may be submitted and ensuring submitted content meets appropriate academic standards; another covers standards for metadata and when it can be reused. Additional policies stipulate requirements for submissions and address long term management and preservation of materials deposited in ARRO.

In conjunction with the development and refinement of the policies, the issues and workflow for making deposits are being considered so that the process for submissions can be finalised. To ensure the quality of the entries in the Repository, roles within the submission process are envisaged for authors, their Faculties and University Library staff. An important consideration when making submissions is complying with copyright regulations and the policies of copyright owners and corresponding guidance is being prepared to support users.

Initial population of the repository with contributions from volunteers and from the 2008 Research Assessment Exercise is underway. This is enabling us to test and enhance the policies and processes we have drafted for ARRO.

The future users of ARRO are being informed of progress by means of presentations at research conferences, open days and their regular Faculty research meetings. We will provide additional updates and training as the project progresses.