

# Institutional Repository Project

## Steering Group Meeting Agenda,

Friday 11<sup>th</sup> April 2008, 10 am – 12 pm

User Education Room Blue G.19, John Rylands University Library

<b>Circulation</b>	Project Sponsor and Steering Group Chair: Professor Carole Goble Project Manager: Dr Phil Butler Steering Group Members: Mrs Lorraine Beard (Library), Mr Allan Copley (IT Services), Professor Alan Dickson (Life Sciences), Professor Nick Higham (Engineering and Physical Sciences), Professor Ivan Leudar (Medical and Human Sciences), Mr Vic Lyte (MIMAS), Professor Pedro Mendes (MIB, new to the University), Professor Steve Milner (Humanities), Dr Andrew Walsh (VP's Research Group and Research Office), Professor Philip Withers (Engineering discipline) By invitation: Professor Nigel Vincent (ETD Project Sponsor and Working Group Chair), Nilani Ganeshwaran (Project Developer), Scott Taylor (Project Assistant)
<b>Date/Time</b>	Friday 11 <sup>th</sup> April 2008, 10 am – 12 pm
<b>Venue</b>	User Education Room Blue G.19, John Rylands University Library
<b>Filename</b>	IRProject_SteeringGroupAgenda_Meeting2008-04-11
<b>Enquiries</b>	Dr Phil Butler, Tel: x51514, Email: <a href="mailto:p.butler@manchester.ac.uk">p.butler@manchester.ac.uk</a>

## Agenda

1. Apologies
2. Minutes and actions from last meeting
3. Highlight report
4. Business case and full costs (capital and on-costs)
  - PB to update Group on next steps
  - Group to discuss issues
    - What do we do from now until July?
    - Do we lobby Deans and senior managers during May?
5. Institutional Repository policies
  - PB to present Briefing Paper
  - Group to discuss policy areas and give general direction
6. Issues
  - Metadata issues:
    - What are the recommended types of content?
    - What about esteem indicators?
    - What about the 'rule of three' for book authors?
    - Do we initially aim for high quantity and low quality or low quantity and high quality?
  - Clarification of what is 'experimental data' and what the Project should support?
7. Electronic Theses and Dissertations
  - Professor Nigel Vincent to introduce himself
  - NV/PB to give brief update
8. Schedule for future meetings