

Institutional Repository Project

Electronic Theses and Dissertations Working Group Terms of Reference

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1 Purpose

This document describes the terms of reference, membership and methods of communication for the Electronic Theses and Dissertations (ETD) Working Group of the University of Manchester's Institutional Repository Project.

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2 Background

Operating within the John Rylands University Library, the Institutional Repository Project aims to establish repository services for the University of Manchester. These services will provide a place for individuals affiliated with the University to manage, store, preserve and disseminate their scholarly work.

The Project has identified electronic theses and dissertations (ETDs) as a key type of scholarly work for consideration. To raise awareness and identify possible issues the Project prepared a discussion paper entitled "Towards electronic Theses and Dissertations". This paper had four recommendations, one of which was to convene an ETD working group.

3 Terms of Reference

The ETD Working Group will consider all matters related to and direct the necessary works required for the University of Manchester to adopt electronic theses and dissertations. The Group's responsibilities are;

- To report directly to the University's Graduate Education Group and to the Institutional Repository Steering Group, who in turn report to the University's Research Group.
- To liaise and communicate issues with relevant University management groups, in particular, the University's Teaching and Learning Group, University's Graduate Administrators Group, John Rylands University Library Leadership Team, Faculty graduate education groups, IT Services Leadership Team.
- To develop strategies and policies towards establishing and sustaining ETDs at the University of Manchester.

- To ensure that submission, management, preservation and dissemination of ETDs meets the expectations of the University's academic, administrative and student communities.
- To establish best practice use of ETDs; to monitor their adoption and impact; to communicate the outcomes of such findings as appropriate.
- To ensure ETDs comply with all relevant legal and statutory requirements, and other obligations, as specified the University and by external organisations e.g. author copyright, research council mandates.
- To identify, consider and approve the services and systems that the Institutional Repository should interoperate with, whether they are personal, institutional or community wide and within or outside of the University, as related to the management of ETDs.
- To advocate adoption of ETDs by organisations and individuals within the University.
- To promote to external organisations the use of ETDs by the University.
- To consider the support requirements (staff, infrastructure etc) for achieving the above and sustaining ETDs beyond the lifetime of the Institutional Repository Project.
- To instigate, approve, prioritise and monitor the necessary works required to achieve the above.

4 Membership

Project Sponsor and Working Group Chair	Professor Nigel Vincent
Project Manager	Dr Phil Butler
University Graduate Education Team Representative	Miss Claire Atherton
John Rylands University Library Representative	Ms Janet Barratt
Teaching and Learning Support Office Representative	Dr Keith Elliott
Faculty of Engineering and Physical Sciences Representative	Dr Jim Miles
Faculty of Humanities Representative	Dr Maria Nedeva
Faculty of Medical and Human Sciences Representative	Dr Pamela Vallely
Faculty of Life Sciences Representative	Dr Anna Lawless

5 Frequency of Meetings

It is expected the ETD Working Group will meet monthly for the first 3 - 4 months in the first instance. Subsequently, the group will meet every two or three months to monitor progress of the necessary works.

6 Methods of communication

In addition to regular group meetings, the Working Group Chair and Project Manager will be available for one-to-one communication with other Working Group members and other stakeholders as and when required.

An email distribution list of all group members will be set up. The Project Manager will moderate submissions to this list. The email distribution list may be used to facilitate communication with and between Working Group members.

The Project will post all relevant materials to the Institutional Repository Project's website (<http://www.manchester.ac.uk/institutionalrepositoryproject>). This will include contact details of the Working Group members (with their permission), agenda, minutes, highlight reports and other related documentation. Materials posted to the website will be available to all third parties, both in and outside the University. On occasion it may be necessary to restrict access to certain materials. Members of the University may request a copy of these materials by contacting the Project Manager.