

Institutional Repository Project

Steering Group Terms of Reference

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1 Purpose

This document describes the terms of reference, membership and methods of communication for the Steering Group of the University of Manchester's Institutional Repository Project.

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2 Background

For the purposes of this project the Institutional Repository is seen basically as a place where individuals affiliated with the University can deposit digital copies of their scholarly-works.

Scholarly-works may include pre-print manuscripts, post-print peer-reviewed research articles, conference submissions, presentations, project reports, theses and other appropriate electronic content. Institutional repositories can store both meta-data that describes and links to the works and, where copyright permits, a full-text version.

Repositories ensure the dissemination and preservation of scholarly content. As a consequence they can increase the visibility of an individual's research findings and improve collaborative research opportunities. Furthermore, repositories help institutions to develop coherent and coordinated approaches to the capture, identification, storage and retrieval of their intellectual assets.

Operating within the John Rylands University Library, the Institutional Repository Project aims to establish a repository service for the University of Manchester. A Steering Group will govern and monitor the project.

3 Terms of Reference

- To report project progress and issues to the Vice Presidents' Research Group.
- To develop strategies and policies towards establishing and sustaining a University of Manchester Institutional Repository.
- To ensure the University's repository meets the requirements and expectations of its users (e.g. academic staff, research administrative support staff, library staff), is intuitive and easy-to-use and enhances the visibility of research and other scholarly works authored by individuals affiliated with the University.
- To encourage and oversee assimilation of the Institutional Repository into the life-cycle of authoring and publishing scholarly works by the University's academic constituency and/or their representatives; to ensure the repository fits with real-life and everyday academic practices.

- To establish and sustain an effective and inclusive partnership with a user focus group drawn from stakeholders representative of the University at all levels.
- To advocate adoption of the repository by individuals within the University as the preferred mechanism of depositing and archiving scholarly works digitally.
- To promote to external organisations and individuals, the repository as the primary source of published digital scholarly works authored by individuals affiliated with the University.
- To establish best practice use of the repository; to monitor the adoption of the repository and its impact on the reputation of individual authors and the university as a whole; to communicate the outcomes of such findings to the individual and community as appropriate.
- To ensure that the Institutional Repository complies with all relevant legal and statutory requirements, and other obligations, as specified by external organisations e.g. publisher 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.
- To consider the support requirements (staff, infrastructure etc) for achieving the above and sustaining an institutional repository that allows archiving of and persistent access too potentially all scholarly works (meta data and full text) as authored by individuals affiliated with the University.
- To instigate, approve, prioritise and monitor the necessary works required to achieve the above.

4 Membership

Chair	Professor Carole Goble
Project Management/Team Representative	Dr Philip Butler
Vice President's Research Group Representative	Dr Andrew Walsh
Research Office Representative	Dr Andrew Walsh
Library Representative	Mrs Lorraine Beard
IT Services Representative	Mr Allan Copley
MIMAS Representative	Mr Vic Lyte
Faculty of Engineering and Physical Sciences Representative	Professor Nick Higham
Faculty of Humanities Representative	Professor Richard Heeks
Faculty of Medical and Human Sciences Representative	Professor Ivan Leudar
Faculty of Life Sciences Representative	Professor Alan Dickson
Research Institute Representative	Professor Andrew Murray
Academic Representative(s) (new to the University)	Professor Steve Milner
	Professor Pedro Mendes

5 Frequency of Meetings

It is expected the Institutional Repository Project Steering Group will meet monthly for the first 3 - 6 months of the project. Subsequently, the group will meet every two or three months.

6 Methods of communication

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

The project will establish and maintain a website, which will incorporate all appropriate materials. Contact details of the Steering Group members (with their permission), Steering Group minutes, Project highlight reports and other related documentation, will be posted to the website for reference by other parties. Additionally, the project will establish a 'wiki' for open discussion and debate.