

Practical guidelines for starting an institutional repository (IR)

Step 1

Formulate a digital preservation policy using open access, open standards and open systems.

[http://wiki.lib.sun.ac.za/index.php/SUNScholar/Digital_Preservation/
Electronic_Archives_Preservation_Policy](http://wiki.lib.sun.ac.za/index.php/SUNScholar/Digital_Preservation/Electronic_Archives_Preservation_Policy)

Step 2

Decide on a hostname (URL) for the repository. This name should be simple to remember and easy to type into documentation. Ensure the name will never change. This is vital for visibility on the web.

http://wiki.lib.sun.ac.za/index.php/SUNScholar/Install_Ubuntu#Hostname_selection
http://wiki.lib.sun.ac.za/index.php/SUNScholar/Web_Analytics

Step 3

Assign a library repository manager, IT linux system administrator and web 2.0 developer to the project.

<http://wiki.lib.sun.ac.za/index.php/SUNScholar/Repository>
http://wiki.lib.sun.ac.za/index.php/SUNScholar/Capacity_Building

Step 4

Budget for and purchase the necessary hardware resources.

http://wiki.lib.sun.ac.za/index.php/SUNScholar/Install_Ubuntu#Hardware
http://wiki.lib.sun.ac.za/index.php/SUNScholar/Capacity_Planning

Step 5

Install DSpace software and complete DSpace configurations.

<http://wiki.lib.sun.ac.za/index.php/SUNScholar/Dspace>

Step 6

Plan for disaster recovery.

http://wiki.lib.sun.ac.za/index.php/SUNScholar/Disaster_Recovery

Step 7

Plan for an official launch.