

TO: Martha Hruska
FROM: Institutional Repository Task Force
SUBJECT: Completion of 2004-05 Assignment
DATE: 4 August 2005

This memo addresses the remaining tasks that were assigned to the Task Force for 2004-05. The two specified activities were defining data specifications for online submission and completing the survey of digital assets by integrating the additional sites identified by selectors.

Completion of the Survey of Digital Assets

A message was sent to 31 selectors on June 16 requesting their assistance in reviewing the digital assets that had been created by their departments and centers. A response date of July 15 was set. About six selectors responded contributing approximately 11 additional sites. These will be added to the original survey results. An interesting sidelight of some of the selectors' work was interest in the IR expressed among certain campus groups. Carl Van Ness was approached by members of the University Honors Program with the request to establish a program similar to the Electronic Thesis and Dissertations initiative for the honors theses.

Data Specifications for Online Submission

The Task Force members developed a metadata scheme for online submissions to the IR collection. These elements were reviewed by: Chris Nicolich and Winston Harris of the Systems Department, by Priscilla Williams and Betsy Simpson of the Cataloging Department, and by Erich Kesse and Mark Sullivan of the DLC. The core elements will be incorporated into the DLC tracking database and will also be used to create ALEPH records. Preliminary mapping between all databases has been completed. A copy of the metadata elements is available online at http://www.uflib.ufl.edu/digital/collections/IR/Metadata_Elements_v3.pdf

In addition to defining the metadata elements, a sample web site was created with the assistance of Tom Minton. While the digital objects submitted will be integrated into major existing digital collections, there will be a separate interface into the "Digital Commons" of UF. Digital Commons is available at http://www.uflib.ufl.edu/digital/collections/IR/digitalcommons_uf.htm Separate submission forms will be designed for each type of digital object to be submitted. Currently, only [Administrative Documents](#) and [Course Materials](#) have been created.

Because of university policies, a [Repository Permission Agreement](#) will need to be manually signed by each contributor. This document, adapted from the CalTech policy, is under revision. It will need to be reviewed by legal counsel. The agreement is intended to cover all contributions of an individual contributor.

Additional pages that have been designed include:

Registration form <http://www.uflib.ufl.edu/digital/collections/IR/register.htm>

Copyright <http://www.uflib.ufl.edu/digital/collections/IR/copyright.htm>

Submission Procedures

<http://www.uflib.ufl.edu/digital/collections/IR/submissionprocedure.htm>

Registered Users (site contains submission forms)

http://www.uflib.ufl.edu/digital/collections/IR/Registered_Users.htm

The Task Force believes it has completed its assigned tasks with the submission of this report. Because no funding is available for the development of a prototype Digital Commons, the Task Force suggests a limited proof-of-concept implementation of the recommendations presented in its original report of January 7, 2005.

Submitted on behalf of the Task Force by Stephanie C. Haas