



The College of New Jersey Library
Taras Pavlovsky, Dean

MEMORANDUM

To: Yuji Tosaka
Chair, Library IR Working Group

From: Taras Pavlovsky
Dean of the Library

Date: 25 January 2015

cc: Katy Ells
Co-Chair, Library Steering Committee

Re: Institutional Repository Program

I have received the “Final Recommendation on TCNJ Library Institutional Repository Proposal” from the Steering Committee, and have reviewed it. After consulting several other stakeholders, I am very happy to endorse the LIRWG’s recommendation to “move forward with implementing an IR as a new service for the TCNJ community.”

The proposal identifies a number of different platforms and implementation options. During the course of its development the recommendations changed several times. The latest recommendation, not included in the proposal itself but conveyed to me in a separate email on February 10th of this year, indicates adopting DSpace, an open source institutional repository application as our platform. The recommendation continues to suggest a local installation of DSpace on a TCNJ-provided virtual server, as opposed to a hosted installation.

I concur completely with this recommendation, and have already requested TCNJ Network and Technical Services to “spin up” the server and install the software.

The proposal was developed by a “working group” composed of volunteers from various parts of the Library, the membership of which changed several times over the lifespan of the group. I thank all the members who contributed their time, at one point or another, to the development of this proposal.

Moving forward, the project will be developed by another working group, representing various units of the Library, and consisting of the following individuals:

Amanda Cowell
Marlena Frackowski
Yuji Tosaka
Yongming Wang

Small groups can often operate very efficiently without “official” leadership, so I leave the question of whether the group wants to elect a chair or not up to them.

In broad strokes, the charge to the group is to develop the IR and bring it into “production” mode. This will involve not only mounting, configuring and learning the software application, but more importantly, planning and developing initial workflows, both internal to the library and with other College stakeholders. An initial timeline was provided in the January 28th, 2015, revision to the proposal, and is as follows:

By March 1 – production IR platform selected

By May 31 – complete all article link-check and copyright clearance

By July 31 – migration to production system complete

By August 10 – IR link added to Library Web site; begin to publicize the IR production system

This timeline may need to be adjusted, but still seems reasonable at this point. In any case, the Group will certainly want to review and add more details to the timeline as one of its first tasks.