

## **cIRcle Proposal to the InterPARES Project**

**Test-bed:** The cIRcle Institutional Repository, University of British Columbia (UBC) Library  
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### **Introduction**

cIRcle is UBC's institutional repository (IR). It is a database that will ensure the free, online dissemination of the University's intellectual output as well as its long-term preservation. cIRcle is nearing the end of a two-year pilot project phase and will become a full service of the UBC Library in the spring of 2009.

Library support for the new service is being phased in gradually, since resources need to be re-allocated from other areas of the Library. To date, there is an 80% FTE project librarian in the role of cIRcle coordinator (a full-time permanent position was recently posted), and a full time, permanent assistant. About 15-25% of a programmer/analyst's time is devoted to technical support for the project.

During the first year of the pilot project, the cIRcle coordinator recruited almost 40 volunteers from among the Library staff to serve on an implementation team. The team worked on issues such as policy, digital rights, metadata, technical concerns, content recruitment, and communications. The cIRcle database was set up using the DSpace software (<https://circle.ubc.ca>), and an accompanying web site along with brochures and FAQs was developed. Educating library staff about cIRcle was a priority. The second year of the project is focussing on content recruitment. This is a slow and iterative process that depends on building and maintaining good relationships between Library staff and content contributors.

To date, cIRcle contains over 3400 items, a substantial proportion of which are UBC Masters and PhD theses and dissertations. Other content includes research articles, conference papers, podcasts and webcasts of lectures and presentations, etc.

Recently, the Canadian Institutes of Health Research (CIHR) implemented a new Policy on Access to Research Outputs (<http://www.cihr-irsc.gc.ca/e/34846.html>) which applies to all grants awarded since January 1, 2008. The Policy states that

Grant recipients are now required to make every effort to ensure that their peer-reviewed publications are freely accessible through the Publisher's website (Option #1) or an online repository as soon as possible and in any event within six months of publication (Option #2).

cIRcle qualifies as the appropriate repository for UBC CIHR grant holders, and we expect a substantial number of research articles to be deposited, starting this year. In preparation, staff from the UBC Library and from the UBC Office of Research Services are working on setting up procedures and support

mechanisms to ensure easy deposit of CIHR funded materials into cIRcle. Other Canadian granting agencies are expected to announce similar open access policies in due course.

cIRcle's long-term goal is to showcase publicly, and to preserve indefinitely, all of UBC's scholarly research, teaching and other materials.

### **The Problem(s)**

Although most of the items currently in cIRcle are text (PDF) files, we foresee a growing number of different file types being deposited, for example audio, video, image and multimedia files, raw numeric data files, etc.

cIRcle needs to develop policies and guidelines to ensure its effective functioning. We need to develop guidelines for file creators, which would enable us to advise them on the software formats they should use *before* they start creating their files. This would also allow us to standardise and limit the number of different file formats so that we can develop rational and realistic policies and procedures for the long-term maintenance and preservation of all materials in cIRcle. Another important part of this process is the development of guidelines for metadata creation for different types of material, so that the long term retrievability and preservation of cIRcle content may be assured. In addition to policy development, procedures for the implementation of policies are needed.

### **Key Activities**

We propose that InterPARES researchers would work with cIRcle and other Library staff (e.g. metadata specialists) on the following:

- Develop an acquisitions policy (including file format guidelines) that ensures that the materials deposited in cIRcle will be maintainable with their authenticity (identity and integrity) and accuracy intact over time.
- Develop metadata guidelines for different types of materials that will ensure retrievability and that are appropriate for preservation purposes.
- Develop a maintenance and preservation policy that ensures that none of the materials in cIRcle are lost to technological obsolescence, and that their authenticity, as well as the intellectual rights of the authors, are protected.
- Develop procedures for implementing the acquisitions and preservation policies.

In addition, the following activities are proposed:

- Develop materials for presentation to university policy makers that demonstrate to them the crucial importance of integrating digital records preservation into all university activities over which they have some control or influence.
- Develop criteria for the regular assessment and evaluation of the policies and methods of acquisition, management and preservation employed by cIRcle.

## **Rationale**

cIRcle contains a growing range and variety of records and materials, much of which represent original UBC research for which cIRcle is the primary archive (e.g. theses and dissertations). Over time, and as granting agencies implement open access mandates, cIRcle will contain freely accessible copies of much of the research published by UBC researchers. Many other types of material, including learning objects and administrative documents, will likely be included.

Institutional repositories are a relatively recent development and the many questions regarding the preservation of the materials they contain have not yet been adequately addressed. For all of these reasons, and also because it would be the first institutional repository studied by TEAM Canada, cIRcle would be a useful and interesting test-bed for the TEAM.

The policies and guidelines suggested in this proposal fall directly into the research ambit of the InterPARES 3 Project and, once developed, would also be of major interest to the many other institutional repositories currently in development at universities across Canada, and internationally.

## **Timeline**

February-May 2009: develop acquisitions policy

June-September 2009: develop metadata guidelines

October 2009-January 2010: develop preservation policy

February-May 2010: develop procedures for implementing policies

June-August 2010: develop presentation materials

September-December 2010: develop assessment criteria