Problems and Perspectives in Design and Development of Institutional Repositories

QUESTIONNAIRE FOR IR Managers / Librarians

1. General Library Profile

a) Name of the Institution and Address : 

b) Year of Establishment : 

c) Type of Institution: : Academic/research/manufacturing organization

d) Scope of the Institution : University/College/ National institute/ Industry/ any other specify

e) Funding for the Organization : Govt/Private/NGO

f) Field of discipline of the Institution : Health/Engineering/Social science/ Management /any other specify

g) Head of the Library (name & designation) 

Email ID : 

h) IR Manager/ Administrator : 

i) Institution Website - URL : 

j) Library website URL : 

k) IR Website – URL : 

m) Fax : Phone :
1.1 Library Budget

- Budget Range (Rs. In Lakhs)
  - 10 – 20
  - 21 – 40
  - 41 – 60
  - 61 – 100
  - >100

1.2 Library Collection

- Range of Document Collection
  - 1 – 10,000
  - 10,001 – 20,000
  - 20,001 – 40,000
  - 40,001 – 70,000
  - 70,001 – 1,00,000
  - 1,00,001 – 2,00,000
  - >2,00,000

1.3 Please mention the preferences of services to your users
(Most Preferred-1, Preferred-2, Least Preferred-3, Not Preferred-4)

- Lending (Circulation)
  - 1
  - 2
  - 3
  - 4
- Reference Services
  - 1
  - 2
  - 3
  - 4
- Inter Library Loan
  - 1
  - 2
  - 3
  - 4
- Reprography Services
  - 1
  - 2
  - 3
  - 4
2. Preparedness for Setting up of Institutional Repository

2.1 Institutional IT Infrastructure

a) Operating systems (Campus Network)

- Linux [ ]
- Unix [ ]
- Windows [ ]

Any other please specify .................................................................

b) Access to Internet

- Yes [ ]
- No [ ]

c) Type of Internet connection

- Dialup Connection [ ]
- Leased Line [ ]
- V-sat connection [ ]
- Radio Frequency [ ]

d) Mail Server

- Yes [ ]
- No [ ]

e) Web Server

- Yes [ ]
- No [ ]

f) Internet Proxy Server

- Yes [ ]
- No [ ]

g) Dedicated IR Server

- Yes [ ]
- No [ ]
j) Internet Band Width

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k) Name of ISP Provider: VSNL ☐ Dishnet ☐

2.2 IT infrastructure at Library & Information Division

a) Operating System

   LINUX ☐ ORACLE ☐ WINDOWS ☐

b) Mail Server

   : Yes ☐ No ☐

c) Web Server

   : Yes ☐ No ☐

d) Availability of OPAC/WebOPAC/OPAC via telnet

   : Yes ☐ No ☐

e) Scanners

   - Book Scanner
     Yes ☐ No ☐
   - Flat bed Scanner
     Yes ☐ No ☐
   - MF Scanner
     Yes ☐ No ☐

f) Number of Printers

   :

3.0 Library Automation

3.1 Library housekeeping operations are automated

   Yes ☐ No ☐

   a) If yes, Please specify whether library software is

      Purchased ☐ Developed In-house ☐

      Freeware ☐

   b) Please specify the name of software if purchased ........................................
c) If Library is computerized, please mention to what extent following modules are used?  
(Most used-1, Less used-2, Least used-3, Not used-4)

i. Documents acquisition  
ii. Cataloguing  
iii. Circulation Control  
iv. Serials Management  
v. Budget Control  
vi. Article Indexing  
vii. Online publishing

3.2 Web based Information Services  
(Most used-1, Less used-2, Least used-3, Not used-4)

a. Access to your Library OPAC  
b. Table of contents of journals  
c. News Clipping Service  
d. Gateway for giving access to e-journals  
e. ILL  
f. Documents recommendation for acquisition  
g. FAQs  
h. Acquisition Lists  
i. List of Current Journals/Holdings  
j. Links to Documents Selection tools like Publishers Catalogues/Online Book shops  
k. Any other service please specify

3.3 Please mention your preference of web based service delivery  
(Most preferred-1, Preferred-2, Least Preferred-3, Not Preferred-4)

- Portal development  
- Full text/bibliographic access
➢ OPAC access (1 2 3 4)
➢ Reference service (1 2 3 4)
➢ Union Catalogue (1 2 3 4)
➢ Announcement and offers (1 2 3 4)
➢ Any other, please specify .................................................................

4.0 Institutional Repository (IR)

4.1 IR General

4.1.1 Are you aware about Open Access Initiative covering: Yes ☐ No ☐
➢ Open Access Journals Yes ☐ No ☐
➢ Institutional Repositories Yes ☐ No ☐

4.1.2 Does your institute has its own IR Yes ☐ No ☐
➢ If yes when it became operational (Month & Year) ................................

4.1.3 Total number of digital documents in your IR ...................................

4.1.3.1 Range of digital documents in your IR
➢ 1 – 100 ☐
➢ 101 – 200 ☐
➢ 201 – 500 ☐
➢ 501 – 1000 ☐
➢ 1001 – 1500 ☐
➢ >1500 ☐
4.2 IR Technology

4.2.1 Which IR software is being used at your institution?  (Please ✓ Mark)
- GNU E prints □
- Dspace □
- Fedora □
- CODA □
- GreenStone □
- Dispute □
- Any other, please specify .................................................................

4.2.2 Do you have plan to migrate to other IR Systems?
Yes □      No □

4.2.3 How would you rate your chosen IR Systems for the following functionalities?
(Most adequate-1, Adequate-2, Least adequate-3, Not useful-4)
- Browsing (1 2 3 4)
- Searching (1 2 3 4)
- Front-end interface (1 2 3 4)
- Desired file formats (1 2 3 4)
- Open access standards (1 2 3 4)
- Metadata Choice (1 2 3 4)
- Customization (1 2 3 4)
- Contributor authentication (1 2 3 4)
- Access control (1 2 3 4)
- Scalability (1 2 3 4)
- Updation (1 2 3 4)
- Technical documentation (1 2 3 4)
- Others (Please specify) .................................................................
4.2.4 Format preferred for full text download
(Most preferred-1, Preferred-2, Least Preferred-3, Not Preferred-4)

- HTML
- PDF
- Word
- RTF
- Postscript
- Image (gif, jpeg, tif)
- PPT
- Excel Spreadsheet

4.3 IR Access

4.3.1 Access control of material in your IR
(Most preferred-1, Preferred-2, Least Preferred-3, Not Preferred-4)

- Open Access Worldwide
- Password access to registered users
- Open access to all in the institution
- Password access to all in the institution
- Selective access depending upon nature of material

4.3.2 Search/browse key preferred by your users
(Most preferred-1, Preferred-2, Least Preferred-3, Not Preferred-4)

- Title
- Author
- Department
- Year
- Subject
- Any other, please specify

4.4.1 Please mention your preference for source of funding of IR
(Most preferred-1, Preferred-2, Least Preferred-3, Not Preferred-4)

a. Part of library budget
b. Part of publication budget
c. Departmental sharing (1 2 3 4)
d. As a special Project (1 2 3 4)
e. Apex Organisation (like CSIR, DST, ICAR) (1 2 3 4)
f. External grant (1 2 3 4)
g. Contributory basis / IR membership (1 2 3 4)
h. Combination of the above options, please specify

4.4.2 Your opinion in the order on the repercussion on library budget
(Most preferred-1, Preferred-2, Least Preferred-3, Not Preferred-4)
- Reduction of library budget (1 2 3 4)
- Hampers other documents collection development (1 2 3 4)
- Enhances the library buying capacity (1 2 3 4)
- Any other please specify

4.5 IR Staff

4.5.1 Did your institution form IR implementation committee
Yes ☐ No ☐
- If Yes, who are members of this committee
  - ☐ Librarian
  - ☐ Head/Staff of Computer Centre
  - ☐ Faculty/Scientists
  - ☐ Research Students

4.5.2 Preferred staff for IR Implementation
a. Library staff
b. IT Staff
c. Project assistants
d. Graduate Trainees
e. Combination of above, please specify
4.6 IR Benefits

4.6.1 Please mention your appreciation of anticipated advantages/benefits that can be derived from IR (Most appreciated -1, appreciated -2, Least appreciated -3, Not appreciated -4)

- Wider access/visibility (1 2 3 4)
- Access to gray literature (1 2 3 4)
- Inter-Operability (1 2 3 4)
- Enhances prestige of the institution (1 2 3 4)
- Enhanced service to contributors (1 2 3 4)
- Facilitates interaction among researchers (1 2 3 4)
- Increase in citation counts (1 2 3 4)
- Reduces the publication delay (1 2 3 4)
- Facilitates collaborative research (1 2 3 4)
- Preservation and management of intellectual property (1 2 3 4)
- IT culture libraries (1 2 3 4)
- User’s positive response (1 2 3 4)
- Open Access Initiative (1 2 3 4)
- New communication channel (1 2 3 4)
- New role for librarians (1 2 3 4)

4.6.2 Factors responsible for success of IR
(Most applicable-1, Applicable-2, Least Applicable-3, Not Applicable-4)

- IT infrastructure & Internet bandwidth (1 2 3 4)
- Inter operability with other repositories (1 2 3 4)
- Updating the changing needs of technology (1 2 3 4)
- Search engines and ease of access (1 2 3 4)
- Authentication & Security (1 2 3 4)
- Cohesiveness/standards of IR (1 2 3 4)
- Shared infrastructure (1 2 3 4)
- Linking technologies (1 2 3 4)
- User interface (1 2 3 4)
- User friendly IR software (1 2 3 4)
- Simplified deposition procedures (1 2 3 4)
- Born digital items (1 2 3 4)
4.6.3 Preferred factors responsible for development and sustainability of IR

(Most preferred-1, Preferred-2, Least Preferred-3, Not Preferred-4)

- Training of the staff
- Incentive to the staff
- Long term funding & adoption of suitable institutional policy
- Institutional commitment
- Well planned IR
- Well planned implementation
- Management support
- Governance/ Management/ Advisory Committee
- IR Leadership
- Clearly defined mandate
- Consistent with institutional goals/needs
- Growth Plan
- Mandated deposition of items as institutional policy
- Co-operation/ Participation of faculty and researchers
- Information literacy of users
- Users satisfaction

4.7 IR Concerns

4.7.1 To what extent the following constraints / factors affect IR

(Large extent-1, Likely-2, Small extent-3, Least affected-4)

- Lack of IR expertise
- Archiving problems
- Different language
- Diversity of content
- Multidisciplinary content
- Standards for inter operability
- Ignorance of contributor about IR
4.8 IR Policy

4.8.1 Please mention the preference of IR models
(Most preferred-1, Preferred-2, Least Preferred-3, Not Preferred-4)

- Completely Centralized IR (1 2 3 4)
- Decentralized IR and Centralized Harvesting (1 2 3 4)
- Heterogeneous IR (1 2 3 4)
- Homogeneous IR (1 2 3 4)
  - By administering apex body (1 2 3 4)
  - By subject (1 2 3 4)
  - By type of library (1 2 3 4)
  - Any other please specify.............................................................

4.8.2 Your preference for authorized person for deposition of items for IR
(Most preferred-1, Preferred-2, Least Preferred-3, Not Preferred-4)

- Library Staff (1 2 3 4)
- IT Staff (1 2 3 4)
- Faculty/Scientists (1 2 3 4)
- Research students (1 2 3 4)

4.8.3 What is your policy for inclusion of articles to your IR from journals with rigid copyrights.

- Incentive for depositing
- Mandated deposition
- Submit preprint only
- Neglect copyright restriction
- Include in IR, but access only on LAN
- Obtain publisher’s permission

4.8.4 Your preference policy on Quality Control for your IR
(Most preferred-1, Preferred-2, Least Preferred-3, Not Preferred-4)

- Accept all on submission  
- Technical and legal review  
- Peer review on Quality  
- Rating of IR materials  
- Subject scope of IR  

4.8.5 Your preference to check the copyright policy of publisher before acceptance for submission (Most preferred-1, Preferred-2, Least Preferred-3, Not Preferred-4)

- IR administrator  
- Faculty / Scientists / Researcher  
- Legal section / department at the institute  
- Others (Please Specify)  

4.9 IR Management

4.9.1 Preferred authority for setting up of IR (Most preferred-1, Preferred-2, Least Preferred-3, Not Preferred-4)

- Library Manager  
- Institution Management  
- Group of Libraries  
- Apex academic / research bodies  
- Scientist / Faculty  
- Combination of above / Any other please specify  

4.9.2 Please mention the preference of Governance structure of IR (Most preferred-1, Preferred-2, Least Preferred-3, Not Preferred-4)

- Governing Board / Council (Policy level)  
- Task forces (Maintenance, Updation, Quality Control, Training)  
- Interest groups  
- Coordinating Committee  
- All Heads of libraries  

4.9.3 How do you promote archiving culture among researchers at your institution? (Most preferred-1, Preferred-2, Least Preferred-3, Not Preferred-4)

- Literacy about IR  

Inform personal/institutional benefits of IR (1 2 3 4)
Training/Awareness program (1 2 3 4)
Make it mandatory (1 2 3 4)

4.9.4 Please mention the preference of staffing the IR management and operation
(Most preferred-1, Preferred-2, Least Preferred-3, Not Preferred-4)

- Decentralised staffing with identified responsibility (1 2 3 4)
- Adhoc / Project staff (1 2 3 4)
- Partly Central and decentralised (1 2 3 4)
- Existing library staff (1 2 3 4)
- IT staff for maintenance of IR infrastructure (1 2 3 4)
- Any other, Please specify .................................................................

4.9.5 Please mention preference of the role you want in the IR
(Most preferred-1, Preferred-2, Least Preferred-3, Not Preferred-4)

- Leader / hosting IR (1 2 3 4)
- Member (1 2 3 4)
- Training of staff, infrastructure maintenance, information literacy (1 2 3 4)
- Any other, please specify ........................................................................

4.9.6 Your preference for assessing success of your IR
(Most preferred-1, Preferred-2, Least Preferred-3, Not Preferred-4)

- Number of downloads (1 2 3 4)
- No. of different countries accessing IR (1 2 3 4)
- No. of users (1 2 3 4)
- No. of contributors (1 2 3 4)
- Survey of IR users (1 2 3 4)
- Survey of IR contributors (1 2 3 4)
4.10 IR Marketing

4.10.1 Your preferred marketing strategy for popularizing IR in your organization
(Most preferred-1, Preferred-2, Least Preferred-3, Not Preferred-4)

- User education about (1 2 3 4)
- Personal contact (1 2 3 4)
- Promotional brochure (1 2 3 4)
- Short term workshop (1 2 3 4)
- Publicity in institutional newsletter (1 2 3 4)
- Links from institutional/library website (1 2 3 4)

4.10.2 Please mention the preference of trainer for users education or information literacy about IR (Most preferred-1, Preferred-2, Least Preferred-3, Not Preferred-4)

- Library staff (1 2 3 4)
- IT department (1 2 3 4)
- Exclusive trained faculty (1 2 3 4)

5.0 Any other remarks/suggestions:

...........................................................................................................................................

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Please return the filled in questionnaire at your earliest (Preferably within 15 days of receipt of this questionnaire) to

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Problems and Perspectives in Design and Development of Institutional Repositories

Questionnaire for IR Users
(Faculty, Scientists and Researchers)

Some of the questions given below are statements. Please mark the choice that best indicates the extent of your agreement and disagreement as it describes your personal experience/opinion (most -1 to least - 4 appropriately as specified in the example given below and respective questions):

1. Most Preferred
2. Preferred
3. Least Preferred
4. Not Preferred

1.0 General Information

Name : 

Designation : Faculty/Scientist/Research Scholar/Any other, please specify .............

Department : 

Name of the Organisation and Address : 

Discipline : Physical / Chemical / Engineering / Biological / Agriculture/Social / Humanities /Information Sciences/

Area of expertise : (Please specify)

Educational level : Graduate/Post Graduate/Doctorate

e-mail address : 

2.0 Library Resources

2.1 Please mention your preference of resources by the type of documents
(Most-1 to Least-5)

a) Document Types
- Books (1 2 3 4)
- Journals (1 2 3 4)
- Annual Series (1 2 3 4)
- Technical Reports (1 2 3 4)
- Patents (1 2 3 4)
- Standards (1 2 3 4)
- Conference Papers (1 2 3 4)
- Thesis (1 2 3 4)
- Any other, please specify ........................................ (1 2 3 4)

2.2 Please mention bibliographic databases you prefer to search
(Most-1 to Least-5)
- Compendex (1 2 3 4)
- Aerospace database (1 2 3 4)
- INSPEC (1 2 3 4)
- Medline (1 2 3 4)
- Web of Science (1 2 3 4)
- BIOSIS (1 2 3 4)
- Chemical Abstracts (1 2 3 4)
- Psyc INFO (1 2 3 4)
- NTIS (1 2 3 4)
- ASFA (1 2 3 4)
- LISA (1 2 3 4)
- GeoRef (1 2 3 4)
- ERIC (1 2 3 4)
- International Pharmaceutical Abstracts (IPA) (1 2 3 4)
- J-Gate (1 2 3 4)
3.0 Usage of Library & Information Resources

3.1 How frequently you use your library?

☐ Daily  ☐ Once a week  ☐ Once fortnightly

☐ Once a month  ☐ Rarely

3.2 Mention your preference for the following library services:
(Most-1 to Least-5)

- Circulation of documents  (1 2 3 4)
- Reprographic services  (1 2 3 4)
- Bibliographic Service  (1 2 3 4)
- Inter-Library Loan  (1 2 3 4)
- Reference service  (1 2 3 4)
- Current Awareness Service (CAS)  (1 2 3 4)
- Translation  (1 2 3 4)
- SDI Services  (1 2 3 4)
- On Demand Literature Search Service  (1 2 3 4)
- Access to e-journals/e-books  (1 2 3 4)
- CD-ROM / On-line Database Search  (1 2 3 4)
- News Clipping Service  (1 2 3 4)
- Table of Contents of Journals  (1 2 3 4)
3.3 If your library is providing following web-enabled information services, which of the following are important to you? (Most-1 to Least-5)

- Access to your Library OPAC
- Table of contents of journals
- News Clipping Service
- Gateway for giving access to e-journals
- Inter-Library Lending Service
- Documents recommendation for acquisition
- FAQs
- Documents Acquisition Lists
- List of Current Journals/Holdings
- Links to Documents Selection tools like Publishers Catalogues/Online Book shops
- Any other, please specify

4.0 Institutional Repositories (IRs)

4.1 How did you learn about IRs

- Through Internet
- Through Journals
- Through Librarian
- Any other, please specify

4.2 Have you had any previous experience with self-archiving digital materials?

Yes □ No □
4.3 What kind of material would you be interested in contributing to Institutional Repository?

☐ Reprints  ☐ Scholarly Publication (Journal Articles)
☐ Eprints  ☐ Conference Papers
☐ Technical Reports  ☐ Course materials
☐ Lecture / Presentation  ☐ Data Sheets
☐ Images
☐ Any other, please specify ..............................................................

4.4 At what level of Institutional Repository you would like to participate in IR (Mark all that is applicable)

☐ Department  ☐ National
☐ Institute  ☐ International
☐ Regional  ☐ Open access journals

4.5 How do you rate the benefits of IRs? (Most-1 to Least-4)

➤ Preserves the research output/heritage of your institute (1 2 3 4)
➤ Facilitates communications among researchers (1 2 3 4)
➤ Enhances the prestige of the institution (1 2 3 4)
➤ Make available all types of material like datasheets, audio, video, images, etc. (1 2 3 4)
➤ Easy availability of research material (1 2 3 4)
➤ Wider access and visibility (1 2 3 4)
➤ Eases the job of others to search my research publication (1 2 3 4)
➤ Facilitates me to search current research (findings/research of colleagues/other scientists both within my institute and elsewhere) (1 2 3 4)
➤ Increases citation count (1 2 3 4)
➤ Reduces publication delay (1 2 3 4)
➤ Innovative channel of research communication (1 2 3 4)
4.6 In your opinion, who should own the copyright of IR materials?

- Author
- Author's Institution
- Author's Department
- Any other please specify

4.7 Please give your opinion, IR success depends on (Most applicable-1 to Least applicable-4)

- User training
- User friendly software
- Good infrastructure
- Sound expertise in creating IR
- Simplified deposition procedure

4.8 Your preference to place your research material.

(Most-1 to Least-4)

- Institutional Repository
- Personal website
- Departmental website
- E-print archive like
- Open access journals
- Others, Please specify

4.9 Which of the following repositories you prefer to search (Most-1 to Least-4)

- National / International repositories
- Subject based repositories at ARXIV
- Particular Institutional Repository like NAL Institutional Repository
- Any other please specify
5.0

5.1 Your preference to take responsibility of depositing institutional material
(Most-1 to Least-4)
- Faculty / Students / Researcher (1 2 3 4)
- Library staff (1 2 3 4)
- IR staff (1 2 3 4)
- Any other Please specify .................................................................

5.2 Your preference for document format for downloading (Most-1 to Least-4)
- PDF (1 2 3 4)
- Post script (1 2 3 4)
- HTML (1 2 3 4)
- JPG (1 2 3 4)
- PPT (1 2 3 4)
- DOC (1 2 3 4)
- Any other, please specify .................................................................

5.3 Reasons for contributing to IR (Most-1 to Least-4)
- Boosts my image within my institute (1 2 3 4)
- Boosts external recognition (1 2 3 4)
- It is compulsory in our institution (1 2 3 4)
- Colleagues are contributing (1 2 3 4)
- Expectation of financial benefit/promotion (1 2 3 4)
- Preservation of my research output (1 2 3 4)
- Helps for contacts outside (1 2 3 4)
- Possibility of doing pedagogical research in subject area (1 2 3 4)
- Satisfaction of contribution (1 2 3 4)
- Nomination for reward (1 2 3 4)
- Royalties per download (1 2 3 4)
- Wider access to research output (1 2 3 4)
- Others, Please specify ...........................................................................
5.4 Reasons for NOT contributing to IR  (Most-1 to Least-4)

☐ IR is a recent development and am not aware if our institute has set up IR (1 2 3 4)
☐ Like to keep my material on my website (1 2 3 4)
☐ Do not have time to deposit my material to IR (1 2 3 4)
☐ Do not know How and What to contribute (1 2 3 4)
☐ Do not want anyone else to use my materials (1 2 3 4)
☐ Concern about IPR and Policy of publisher (1 2 3 4)
☐ Any other ..........................................................................................................................

5.5 Your preference for review or quality control mechanisms you expect for your ideal repository (Please tick any that apply)

☐ No review on submission, anything accepted (1 2 3 4)
☐ Technical and legal review on submission (1 2 3 4)
☐ Review of subject content (1 2 3 4)
☐ Possibility of materials/collections being rejected after review (1 2 3 4)
☐ Users of repository may add comments and ratings to materials and collections (1 2 3 4)

5.6 Your preference of restrictions or conditions you want to place on the use of your contribution (Most-1 to Least-4)

☐ No restriction (1 2 3 4)
☐ For personal use only (1 2 3 4)
☐ For use by certain groups (1 2 3 4)
☐ Only for certain purposes (1 2 3 4)
☐ Limited number of times (1 2 3 4)
☐ Limited to certain geographical regions (1 2 3 4)
☐ Only available for a certain period of time (1 2 3 4)
☐ Users must register (1 2 3 4)
☐ Author must be attributed (1 2 3 4)
5.7 Do you think unpublished reports, project reports, annual reports, etc to be submitted to Institutional Repositories.

☐ Yes  ☐ No

5.8 Your General Comments or Concerns about Open Access Movement and Institutional Repository

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