



The Ohio State University's Institutional Repository: How Policy Informs Practice


Maureen P. Walsh & Tschera Harkness Connell, OSU Libraries

OhioDIG 3rd Quarter Meeting

September 14, 2007

The Ohio State University's Institutional Repository

KnowledgeBank


UNIVERSITY LIBRARIES AND OFFICE OF THE CHIEF INFORMATION OFFICER

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The Knowledge Bank at OSU


Welcome to the Knowledge Bank

The Knowledge Bank is a joint initiative of the [University Libraries](#) and the [Office of the CIO](#). The Knowledge Bank uses DSpace software, developed jointly by [MIT Libraries](#) and [Hewlett-Packard](#)

Communities in Knowledge Bank

Choose a community to browse its collections.

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Mission

“The mission of the institutional repository of The Ohio State University Knowledge Bank, is to collect, preserve, and share the intellectual output of the faculty, staff, and students that is in a digital format.”

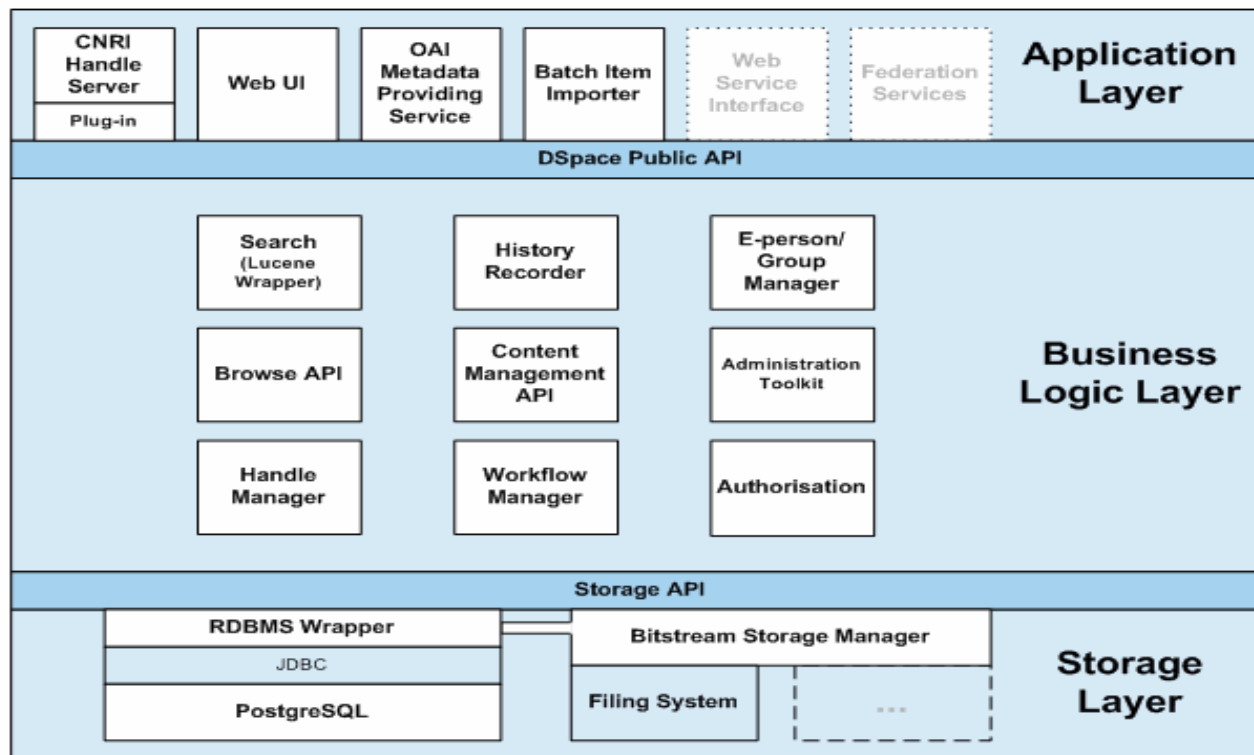
Source: <http://library.osu.edu/sites/kbinfo/policies.html> retrieved 09-10-2007



Software

DSpace Captures, Indexes, Preserves, and Distributes

Architecture Diagram




Source: <http://libraries.mit.edu/dspace-mit/technology/architecture-diagram.html> retrieved 09-10-2007

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Knowledge Bank Communities

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Communities and Collections

Shown below is a list of communities and the collections and sub-communities within them. Click on a name to view that community or collection home page.

- [Accounting Hall of Fame](#)
 - [Accounting Hall of Fame Members](#)
 - [Institute on Accounting](#)
 - [Conference Proceedings](#)
- [American Indian Studies at the Ohio State University](#)
 - [Lectures and Events](#)
 - [Reports, Papers and Conference Proceedings](#)
- [Art and Science](#)
 - [Learning objects that teach science using art](#)
- [Austin E. Knowlton School of Architecture](#)
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 - [Yellow Springs Urban Design Studio \(CRP 724\)](#)
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Policies

Knowledge Bank Policies

- KB Community & Collection Policies
- KB File Format Support

KB Community & Collection Policies

A Knowledge Bank Community has the right to:

- decide policy regarding content to be submitted
- decide who may submit content
- limit access to content
- customize interfaces to community content

KB Community & Collection Policies

The Knowledge Bank agrees to:

- retain, maintain, and distribute content according to community decisions
- preserve content using accepted preservation techniques
- comply with University policy on issues which affect the KB

KB Community & Collection Policies

The Knowledge Bank retains the right to:

- redistribute or amend metadata for items in the KB
- remove from view items or collections according to KB Withdrawal Policy
- migrate items if format is in danger of obsolescence
- establish quotas and determine service fee structures

Knowledge Bank File Format Support

- We will preserve all bitstreams as-is and allow them to be retrieved
- We will recognize as many file formats as possible
- We will support as many known file formats as possible

Levels of Digital Preservation

- **Bit preservation:** ensures that a file remains exactly the same over time
- **Functional preservation:** the file *does* change over time so that the material continues to be immediately usable in the same way it was originally

Levels of Format Preservation

- **Supported** formats will be functionally preserved using either format migration or emulation techniques
- **Known** formats are those that we can't promise to preserve, such as proprietary or binary formats, but for which migration tools will likely emerge
- **Unsupported** formats are those that we don't know enough about to do any sort of functional preservation

Format Preservation

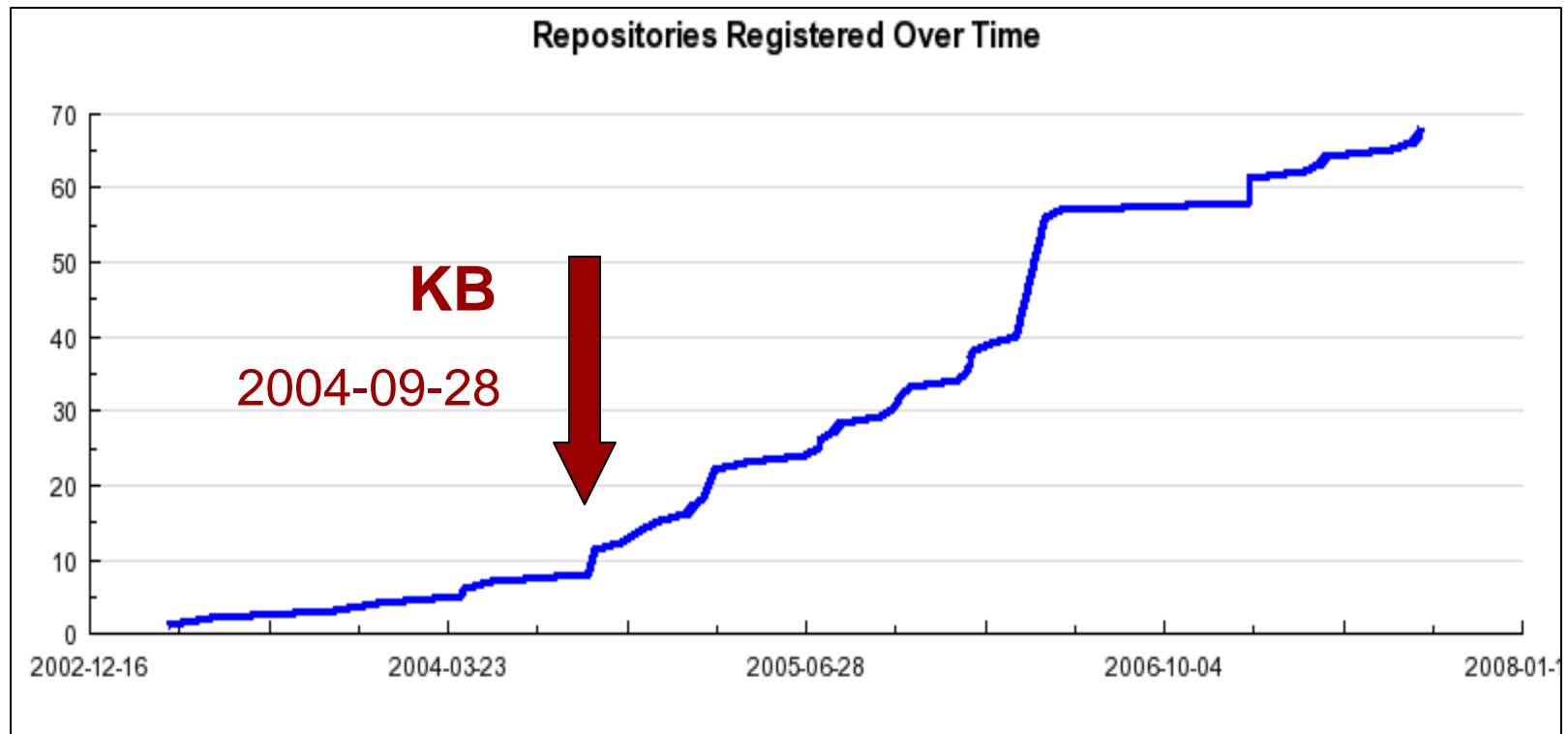
- For all three levels (supported, known, unsupported) DSpace does bit-level preservation
- The Knowledge Bank attempts to keep the percentage of supported format material as high as possible
- The Knowledge Bank continually monitors formats and techniques to ensure we can accommodate needs as they arise



Where we are

38 communities
27,319 records

DSpace Repositories in US



Source: ROAR (Registry of Open Access Repositories) <http://roar.eprints.org> retrieved 09-10-2007

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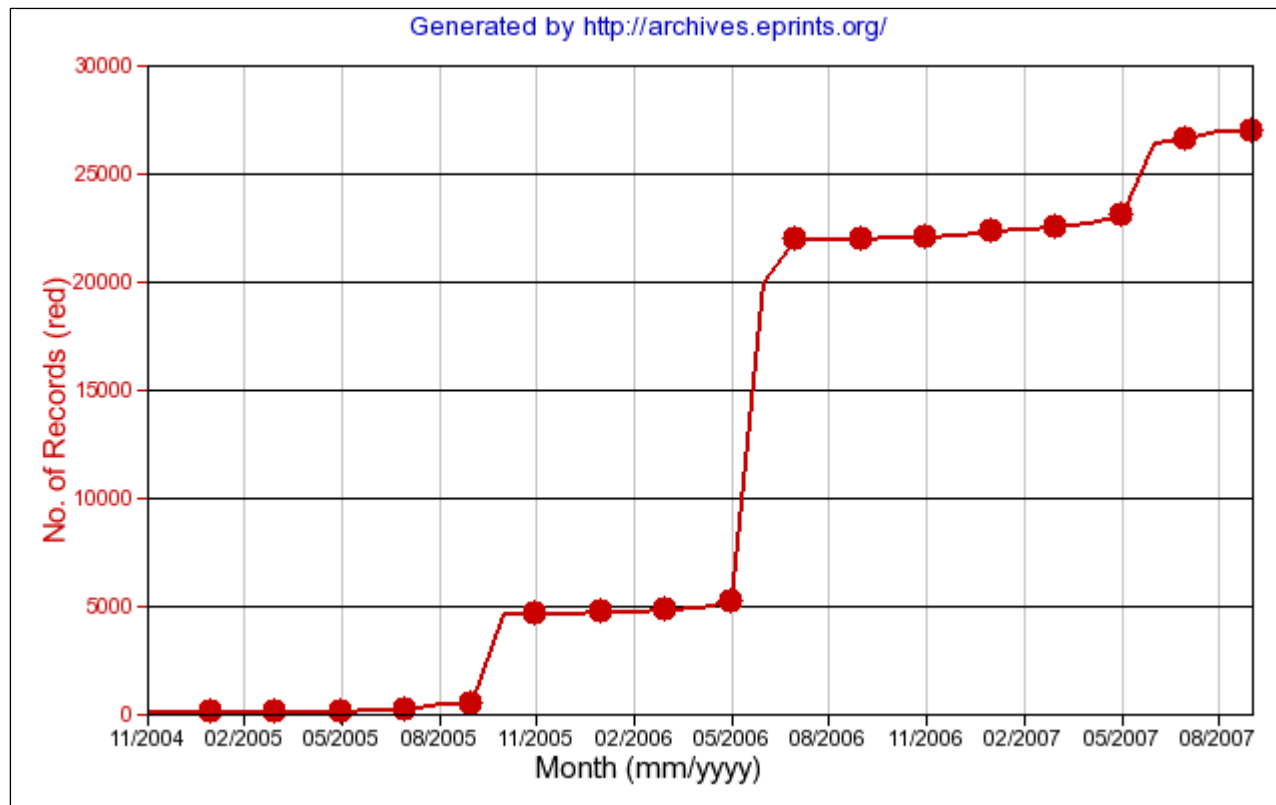
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KB Repository Ranking by Deposits

- 2nd of 68 DSpace Repositories in the U.S.
- 7th of 253 DSpace Repositories
- 8th of 219 U.S. Repositories on any System Software
- 38th of 925 Repositories on any System Software
 - University of Michigan: Deep Blue (39,659 records)
 - **Ohio State University: Knowledge Bank (26,949 records)**
 - DSpace at MIT (25,670 records)
 - Georgia Tech's IR: SMARTech (18,375 records)
 - eCommons@Cornell (6990 records)

Source: ROAR (Registry of Open Access Repositories) <http://roar.eprints.org> retrieved 09-10-2007

Knowledge Bank Deposits



Source: ROAR (Registry of Open Access Repositories) <http://roar.eprints.org> retrieved 09-10-2007

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How are we doing?

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[Ohio State University Libraries >](#)
[OSUL Faculty Research and Publications >](#)

Please use this identifier to cite or link to this item: <http://hdl.handle.net/1811/50785>

Edit...

Title: The Ohio State University's Institutional Repository: How Policy Informs Practice

Other Titles: Top Down, Bottom Up: Reality in the Middle

Creators: Walsh, Maureen P.
Connell, Tschera Harkness

Keywords: institutional repositories
preservation policies
trusted digital repositories
trustworthy repositories
gap analysis
DSpace
Knowledge Bank
Ohio State University -- Libraries

Issue Date: 14-Sep-2007

Series/Report No : OHIODIG 3rd Quarter Meeting 2007

Abstract: Presentation on the Knowledge Bank, The Ohio State University's Institutional Repository, given at the 2007 OHIODIG (Ohio digitization interest group for archivists, librarians, and allied professionals) 3rd quarter Meeting held at The Ohio State University's Ackerman Library.

URI: <http://hdl.handle.net/1811/50785>

Appears in Collections: [OSUL Faculty Research and Publications](#)

Files in This Item:

File	Description	Size	Format
OHIODIG20070914.pdf		562Kb	Adobe PDF View/Open

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Trustworthy Repository?

Developing Standards & Research

- *Reference Model for an Open Archival Information System (OAIS)*
- *Trusted Digital Repositories: Attributes and Responsibilities*
- *Trustworthy Repositories Audit & Certification: Criteria and Checklist*
- *Digital Archive Policies and Trusted Digital Repositories*

Where are the gaps?

Trustworthy Repositories Checklist

- Organizational Infrastructure
- Digital Object Management
- Technologies, Technical Infrastructure, and Security

Please note: Selected concepts from the Checklist are used on the following slides to illustrate our process of gap analysis.

Organizational Infrastructure

Governance & Organizational Viability

- Has mission statement
- Has formal succession plan

Contracts, Licenses & Liabilities

- Maintains agreements
- Tracks & manages intellectual property rights

Organizational Infrastructure

Procedural Accountability & Policy Framework

- Has publicly accessible definitions and policies in place to dictate how preservation requirements will be met
- Has mechanisms for review of policies & procedures
- Has documented history of changes

Digital Object Management

Ingest: Acquisition of Content

- Identifies properties Repository will preserve
- Specifies information that needs to be associated with digital material

Digital Object Management

Ingest: Creation of the Archival Package

- Has written definition for each class of information
- Uses persistent naming convention
- Acquires preservation metadata for associated Content Information

Preservation Metadata

Element	Qualifier	Value	Language	
date	accessioned	2007-09-11T04:31:50Z	<input type="text"/>	<input type="button" value="Remove"/>
date	available	2007-09-11T04:31:50Z	<input type="text"/>	<input type="button" value="Remove"/>
description	provenance	Submitted by Maureen Walsh (walsh.260@osu.edu) on 2007-09-11T04:31:49Z No. of bitstreams: 1	en	<input type="button" value="Remove"/>
description	provenance	OHIO DIG20070914.pdf: 575696 bytes, checksum: 04c2b2f1a2a75d161403d167f5f1fbb8 (MD5) Previous issue date: 2007-09-14	en	<input type="button" value="Remove"/>
format	extent	575696 bytes	<input type="text"/>	<input type="button" value="Remove"/>
format	mimetype	application/pdf	<input type="text"/>	<input type="button" value="Remove"/>

Primary Bitstream	Name	Source	Description	Format	User Format Description	
	OHIO DIG20070914.pdf.txt	Written by MediaFilter.org	Extracted text	5 (Text)	<input type="text"/>	View <input type="button" value="Remove"/>
	license.txt	Written by org.dspace.cor		2 (License)	<input type="text"/>	View <input type="button" value="Remove"/>
<input type="radio"/>	OHIO DIG20070914.pdf	OHIO DIG20070914.pdf		3 (Adobe PDF)	<input type="text"/>	View <input type="button" value="Remove"/>

Digital Object Management

Information Management

- Articulates minimum metadata requirements
- Captures or creates minimum descriptive metadata and ensures that it is associated with archived object

Access Management

- Documents & communicates to communities what access & delivery options are available
- Demonstrates that all access requests result in a response of acceptance or rejection

Digital Object Management

Preservation Planning

- Has documented preservation strategies
- Has mechanisms for monitoring when Representation Information approaches obsolescence

Archival Storage & Preservation/Maintenance of AIPs

- Employs documented preservation strategies
- Preserves Content Information of archival objects
- Repository monitors integrity of archival objects


“Employs documented preservation strategies”

Formats?

KB Bitstream Format Registry

MIME Type	Description	Extension	Level	MIME Type	Description	Extension	Level
application/marc	MARC	marc, mrc	supported	audio/x-aiff	AIFF	aiff, aif, aifc	supported
application/mathematica	Mathematica	ma	known	audio/basic	audio/basic	au, snd	known
application/msword	Microsoft Word	doc	known	audio/x-mpeg	MPEG Audio	mpa, abs, mpeg	known
application/octet-stream	Unknown	(anything not listed)	unsupported	audio/x-pn-realaudio	RealAudio	ra, ram	known
application/ogg	Ogg Media Type	ogg, OggS	known	audio/x-wav	WAV	wav	known
application/pdf	Adobe PDF	pdf	supported	image/gif	GIF	gif	supported
application/postscript	Postscript	ps, eps, ai	supported	image/jpeg	JPEG	jpeg, jpg	supported
application/sgml	SGML	sgm, sgml	known	image/png	PNG	png	supported
application/vnd.ms-excel	Microsoft Excel	xls	known	image/tiff	TIFF	tiff, tif	supported
application/vnd.ms-powerpoint	Microsoft Powerpoint	ppt	known	image/x-ms-bmp	BMP	bmp	known
application/vnd.ms-project	Microsoft Project	mpp, mpx, mpd	known	image/x-photo-cd	Photo CD	pcd	known
application/vnd.visio	Microsoft Visio	vsd	known	text/html	HTML	html, htm	supported
application/wordperfect5.1	WordPerfect	wpd	known	text/plain	Text	txt	supported
application/x-dvi	TeXdvi	dvi	known	text/richtext	Rich Text Format	rtf	supported
application/x-filemaker	FMP3	fm	known	text/xml	XML	xml	supported
application/x-latex	LateX	latex	known	video/mpeg	MPEG	mpeg, mpg, mpe	known
application/x-photoshop	Photoshop	psd, pdd	known	video/quicktime	Video Quicktime	mov, qt	known
application/x-tex	TeX	tex	known				

Preservation Support Level Advice at Ingest

KnowledgeBank


Describe Describe Describe Upload Verify License License Complete

Submit: Uploaded Files

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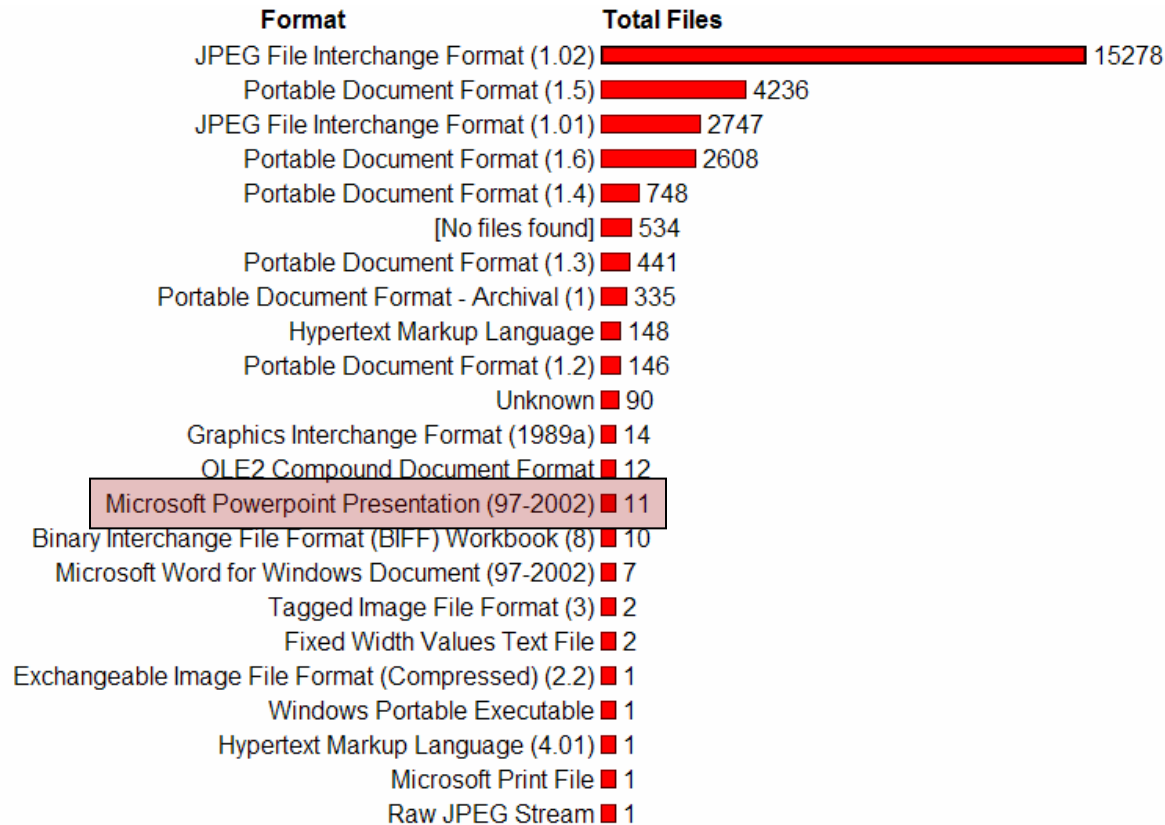
Primary bitstream	File	Size	Description	File Format
<input type="radio"/>	OHIODIG Presentation.pdf	7751 bytes	None <input type="button" value="Change"/>	Adobe PDF (supported) <input type="button" value="Change"/>
<input type="radio"/>	OHIODIG Presentation.ppt	387072 bytes	None <input type="button" value="Change"/>	Microsoft Powerpoint (known) <input type="button" value="Change"/>
<input type="radio"/>	OHIODIG Presentation.xps	55603 bytes	None <input type="button" value="Change"/>	XPS (unsupported) <input type="button" value="Change"/>

You can verify that the file(s) have been uploaded correctly by:

- Clicking on the filenames above. This will download the file in a new browser window, so that you can check the contents.
- The system can calculate a checksum you can verify. [Click here for more information.](#)

[Feedback](#)

File Format Profile for Stored Objects*



*Excludes files not hosted on the same server as the OAI interface and files over 2 megabytes in size.

Source: ROAR (Registry of Open Access Repositories) <http://roar.eprints.org> retrieved 09-10-2007

Non-Supported Files in the KB – MS PPT

Microsoft Powerpoint Presentation (97-2002) format.

Record Identifier	URL	Date
oai:kb.osu.edu:1811/150	/dspace/bitstream/1811/150/2/Tull_wilsworld.ppt	2006-05-14 16:53:16
oai:kb.osu.edu:1811/183	/dspace/bitstream/1811/183/1/Potterylecture.ppt	2006-05-14 16:53:17
oai:kb.osu.edu:1811/202	.../bitstream/1811/202/1/Learning+Group+report.ppt	2006-05-14 16:53:17
oai:kb.osu.edu:1811/270	/dspace/bitstream/1811/270/5/ALAO_workshop.ppt	2006-05-14 16:53:22
	/dspace/bitstream/1811/270/2/LO_activity.pdf	2006-05-14 16:53:22
	Portable Document Format (1.4)	
	/dspace/bitstream/1811/270/3/LO_resources.pdf	2006-05-14 16:53:22
	Portable Document Format (1.4)	
	/dspace/bitstream/1811/270/4/LO_EvalTool.pdf	2006-05-14 16:53:22
	Portable Document Format (1.4)	
oai:kb.osu.edu:1811/682	/dspace/bitstream/1811/682/1/ALAO-TSIG20050304.ppt	2006-05-14 16:53:42
oai:kb.osu.edu:1811/683	/dspace/bitstream/1811/683/1/ALAO+Presentation.ppt	2006-05-14 16:53:42
oai:kb.osu.edu:1811/6024	...ace/bitstream/1811/6024/4/LewisOSU-20060316.ppt	2006-05-14 16:57:43
	/dspace/bitstream/1811/6024/5/Lewis-kbdirect.html	2006-05-14 16:57:43
	Hypertext Markup Language	
oai:kb.osu.edu:1811/24	/dspace/bitstream/1811/24/1/izzo_UD.ppt	2006-05-16 17:00:05
oai:kb.osu.edu:1811/24793	...tream/1811/24793/1/CIL07_black_kilzer_final.ppt	2007-04-17 17:59:51
oai:kb.osu.edu:1811/24817	...1/Creating+Online+Tutorials+%28w+Chinese%29.ppt	2007-04-25 06:07:17
	...ream/1811/24817/2/Creating_Online_Tutorials.pdf	2007-04-25 06:07:17
	Portable Document Format (1.5)	
oai:kb.osu.edu:1811/24818	...1/Developing+Online+Course+%28w+Chinese%29.ppt	2007-04-25 06:09:37
	...tream/1811/24818/2/Developing+Online+Course.pdf	2007-04-25 06:09:37
	Portable Document Format (1.5)	

Source: ROAR (Registry of Open Access Repositories) <http://roar.eprints.org> retrieved 09-10-2007

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“Information Management”

Quality Metadata?

Community Metadata Application Profile

ELEMENT NAME	DEFINITION	EXAMPLE
Title	Title of book	Samuel Beckett: humanistic perspectives
Creator(s)	Author(s) of book [Use form on catalog record]	Beja, Morris
Creator(s)	Author(s) of book	Gontarski, S. E.
Creator(s)	Author(s) of book	Astier, Pierre A. G.
Contributor(s)	Other contributors e.g., illustrator	
Date of Issue	Publication year	1983
Publisher	Publisher	Ohio State University Press
Identifiers.Other	ISBN	0814203345
Identifiers.Other	OCLC Number [Precede number by: OCLC#]	OCLC #8589285
Identifiers.Other	LCCN [precede number by LCCN]	LCCN 82-12468
Description	Extent of print item.	x, 217 p., [2] folded leaves of plates : ill. ; 24 cm.
Language	Language(s) of the intellectual content of the digi	English
Type	Work type	book
Abstract	Abstract, if available.	
Description	Description. For example, TOC.	
Series	Series title	Victorian Critical Interventions
Subjects. Keywords	Keywords to enhance subject headings, if obvious	
Subjects.LCSH	LCSH subject heading	Beckett, Samuel, 1906-1989 -- Criticism and interpretation

[The Knowledge Bank at OSU](#)

Browse by Author

Showing authors 1-21 of 23103.

A'Hearn, M.F.
Aaron, Daniel, 1912-
Abbas, M. M.
Abbate, M. J.
ABBATE, S.
Abbate, S.
ABBATE, SERGIO
Abbate, Sergio
Abbott, Maxine L.
Abbott, Ralph E.
Abbott, Richard H.
ABBOUTI, TEMSAMANI M.
Abouti, Temsamani M.
ABDEL, SHAFY HUSSEIN I.
Abdel-Halim, F.M.
ABDEL-HALIM, H.M.
Abdel-Malek, Albert
Abdullah, Mohammad
ABDULNUR, SUHEIL F.
Abe, Hisashi

Showing authors 20071-20091 of 23103.

Sztainbuch, I.
Szudy, J.
Szymanski, H.
T-S LIN
T., Oka
T.SHIMIZU
Taatjes, C.A.
Tabisz, G. C.
TABISZ, G.C.
Tabisz, G.C.
TABOR, WILLIAM J.
Tack, L. M
Tack, L. M.
TACK, L.M.
Tack, Lesley M.
Tack, Leslie M.
Tackett, Brandon S.
Tadao, Shimizu,
Taday, P. F.
Taft, Clarence E.
TAFT, ROBERT W. JR.

“Information Management”

Shareable Metadata?

Can You Name This Harvested Resource?



The screenshot shows the OAlster digital repository interface. At the top left is the OAlster logo with the tagline "...find the pearls". A navigation bar contains links for Home, Search, Help, About, Using OAlster, and News. On the left side, a box identifies the "Knowledge Bank at Ohio State University (OSU)" and lists "1 record". The main content area displays "Record 1 of 1" with a link to "add to bookbag". Below this is a metadata table:

Title	October 17, 2006
Publisher	Ohio State University Libraries
Year	2007-06-11T21:17:29Z
Year	2006-10-17
Resource Type	Newsletter
Resource Format	46780 bytes, application/pdf
Language	English
Subject	Ohio State University. Libraries.
URL	http://hdl.handle.net/1811/28497
Data Contributor	Knowledge Bank at Ohio State University (OSU)

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[Ohio State University Libraries >](#)
[NewsNotes >](#)
[QuickNotes >](#)

Please use this identifier to cite or link to this item:

<http://hdl.handle.net/1811/28497>

Title: October 17, 2006

Keywords: Ohio State University. Libraries.

Issue Date: 17-Oct-2006

Publisher: Ohio State University Libraries

URI: <http://hdl.handle.net/1811/28497>

Appears in Collections: [QuickNotes](#)

Files in This Item:

File	Description	Size	Format
qn061017.pdf		45Kb	Adobe PDF View/Open

Show full item record


Collection Metadata Application Profile

KB QuickNotes CORE ELEMENT SET

ELEMENT NAME	DEFINITION	EXAMPLE
Title	Title of work	QuickNotes: October 11, 2006
Creator(s)		Ohio State University. Libraries
Contributor(s)	Author(s) of featured content	
Date of Issue	Issue date of work	October 11, 2006
Publisher	Publisher	Ohio State University Libraries
Citation		
Identifier		
Language	Principal language(s) of the work	en_US
Type	Format(s) of the work	Newsletter
Abstract		
Description		
Subject	Topic of work	Ohio State University -- Libraries -- Newsletters

Customized Submission Template

KnowledgeBank


UNIVERSITY LIBRARIES AND OFFICE OF THE CHIEF INFORMATION OFFICER

Describe
Describe
Describe
Upload
Verify
License
License
Complete

Submit: Describe Your Item

Please fill in the requested information about your submission below. In most browsers, you can use the tab key to move the cursor to the next input box or button, to save you having to use the mouse each time.

Enter the name(s) of the author(s) of this item below.
Last name *First name(s) + "Jr"*
e.g. Smith *e.g. Donald Jr*

Creator	Ohio State University Libraries		<div style="border: 1px solid gray; padding: 2px; width: fit-content; margin: 0 auto;">Remove This Entry</div> <div style="border: 1px solid gray; padding: 2px; width: fit-content; margin: 5px auto;">Add More</div>

Enter the name(s) of any other entity with secondary responsibility for the creation of the resource (e.g., editors, photographers, voice, etc.)
Last name *First name(s) + "Jr"*
e.g. Smith *e.g. Donald Jr*

Contributor			<div style="border: 1px solid gray; padding: 2px; width: fit-content; margin: 0 auto;">Add More</div>
--------------------	--	--	---

Enter the main title of the item.

Title	QuickNotes:
--------------	-------------

Please give the date of previous publication or public distribution below. You can leave out the day and/or month if they aren't applicable.

Date of Issue	Month: (No Month) ▼	Day: <input style="width: 30px;" type="text"/>	Year: <input style="width: 30px;" type="text" value="2006"/>	
----------------------	--	--	--	--

Enter the name of the publisher of the previously issued instance of this item.

Publisher	Ohio State University Libraries
------------------	---------------------------------

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[Ohio State University Libraries](#) >
[NewsNotes](#) >
[QuickNotes](#) >

Please use this identifier to cite or link to this item:

<http://hdl.handle.net/1811/28497>

Title: QuickNotes: October 17, 2006

Creators: Ohio State University. Libraries

Keywords: Ohio State University -- Libraries -- Newsletters

Issue Date: 17-Oct-2006

Publisher: Ohio State University Libraries

URI: <http://hdl.handle.net/1811/28497>

Appears in Collections: [QuickNotes](#)

Files in This Item:

File	Description	Size	Format
qn061017.pdf		45Kb	Adobe PDF View/Open

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Technologies & Technical Infrastructure

System Infrastructure

- Functions on well supported systems ...
- Ensures adequate hardware & software support
- Has effective mechanisms to detect bit corruption or loss
- Has process for testing effect of critical changes to the system

Checksum Display

KnowledgeBank

Describe Describe Describe Upload Verify License License Complete

Submit: Uploaded Files

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Primary bitstream	File	Size	Description	File Format	Checksum	
<input type="radio"/>	OHIODIG Presentation.pdf	7751 bytes	None <input type="button" value="Change"/>	Adobe PDF (supported) <input type="button" value="Change"/>	11a0fca42a8023f66f7bfafa4975d5d9 (MD5)	<input type="button" value="Remove"/>
<input type="radio"/>	OHIODIG Presentation.ppt	387072 bytes	None <input type="button" value="Change"/>	Microsoft Powerpoint (known) <input type="button" value="Change"/>	4378754a998be64b06b322e42438e23c (MD5)	<input type="button" value="Remove"/>
<input type="radio"/>	OHIODIG Presentation.xps	55603 bytes	None <input type="button" value="Change"/>	XPS (unsupported) <input type="button" value="Change"/>	5865a8582f34ef77fff339e1516ab2ac (MD5)	<input type="button" value="Remove"/>

You can verify that the file(s) have been uploaded correctly by:

- Clicking on the filenames above. This will download the file in a new browser window, so that you can check the contents.
- Comparing checksums displayed above with checksums worked out on your local computer. They should be exactly the same. [Click here to find out how to do this.](#)

Technologies & Technical Infrastructure

Appropriate Technologies

- Has hardware and software technologies appropriate to services

Security

- Maintains systematic analysis of data, systems, personnel, physical plant & security needs
- Has suitable written disaster preparedness & recovery plan(s)



What we are working on

Current KB Initiatives

- Automated metadata capture and creation
- Checksum checker
- Format verification tool
- Master file preservation metadata (Dark archives)
- PREMIS in METS
- Shareable metadata
- Name normalization
- Community submission forms and templates
- Metadata application profiles
- Metadata workflows and quality control
- Gap analysis for a Trustworthy Repository

Resources

- Consultative Committee on Space Data Systems, *Reference Model for an Open Archival Information System (OAIS)*. 2002 (ISO Standard 14721) www.ccsds.org/documents/650x0b1.pdf
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Thank You

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