

Institutional Repositories in Digital Format

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Abstract: *College libraries play an important role of sharing knowledge to the readers they serve in institutions of higher learning. Institutional repository is now becoming a platform for the sharing of knowledge. The institutional repositories collect, store, disseminate digital resources and also preserve digital materials for long term usage. The latest developments in the libraries for information management, preservation, and dissemination involve a high rate of computer technologies. Institutional Repository is a new breed which has the potential to store any amount of information in little space and preserve it for a long-term perspective. Therefore, many of the academic libraries are enforced to develop their Institutional Repositories*

Keywords:

Library, Digital Storage, Institutional Repositories.

1. Introduction:

The educational institutes or research centers are attention to the production and usage of documents in the digital form, which includes text, graphics, photographs, archival material, transmitted in electronic form. The content of an IR may be purely scholarly or may comprise administrative, teaching and research materials, both published and unpublished.

1.1) What is Institutional Repositories?

Definition of Institutional Repositories

- a) Crow, 2002a has also described IR as a “digital collections capturing and preserving the intellectual output of a single or multi-university community provide a compelling response to two strategic issues facing academic institutions. Such repositories:
- b) Foster and Gibbons describe an IR as “an electronic system that captures, preserves, and provides access to the digital work products of a community”.
- c) As per Wikipedia “A repository is a central place where data is stored and mined. A repository can be a where multiple databases or files are located for distribution over a network or a repository can be a location that is directly accessible to the user without having to travel across a network” en.

2. Need in Educational Institute

Institutional repositories are crucial for educational institutions as they provide a centralized platform for preserving and disseminating an institution's intellectual output, enhancing its global visibility and promoting open access to research. They serve as a digital archive for various forms of scholarly work, including research papers, theses, teaching materials, and more. Institutional Repositories help to provide

seamless access to information and knowledge in a digital world to the students, faculty members and researchers of an institution and thus serve its users' information needs. It reflects the past and present research interests of the institution as well as its future research goals. In today's environment of knowledge based society every aspect is influenced by Information and Communication Technologies (ICTs). The electronic environment has resulted into an increase in the overall volume of research and communication and publishing of these scholarly outputs in digital format. Library and information centers are the means to preserve and communicate the scholarly output of an institution. Therefore, to make the scholarly literature available and accessible globally and to ensure their long-term preservation the concept of open access and institutional repositories has emerged. Today Institutional repository is a global phenomenon that helps in promoting the research output of an institution to all its members in an open access environment.

3. Included Material in Institutional Repositories

A) Teaching Materials:

Faculty Notes, MCQ's, Short Notes, Lecture Notes, PPT's, Assignments, Students Home Work, Practical Demos, Question Papers, Syllabus, Diagram's etc..

B) Multimedia Resources:

Audio, video, images, and other multimedia files created by the institution or its members can be included.

C) Research Work,

PhD Thesis, Dissertations, Research Articles, Students Project Reports, Research Reports, Patent Material,

D) Other

College News in Newspaper, Programm Photos, Departmental Annual Reports, Other Documents.

4. Role of Librarian

In the rapidly evolving landscape of academia, libraries are no longer just repositories for physical books and journals. With the advancement of digital technologies, academic libraries have increasingly turned to Institutional Repositories (IRs) to enhance their services, facilitate access to scholarly content, and improve the overall user experience. An Institutional Repository (IR) is a digital archive that stores, preserves, and disseminates the intellectual output of an institution's community. These repositories house a range of materials such as research articles, theses, dissertations, conference papers, teaching resources, and institutional reports. By enabling the secure and open access to these materials, IRs play a crucial role in advancing the mission of academic libraries and providing better services to users.

Librarians often play a key role in managing institutional repositories. Librarians are

responsible for selecting and acquiring content for the repository, creating metadata to describe the content, and ensuring that the content is accessible and preserved over time. Librarians may also provide training and support to faculty and staff on depositing content in the repository, as well as promoting the use and visibility of the repository within the institution and beyond. Institutional repositories serve as important tools for institutions to showcase their research and scholarship, increase visibility and impact, and

preserve their intellectual output for future generations. Librarians play a critical role in ensuring the success of these repositories by providing expertise in information organization, access, and preservation.

5. Benefits of Digital Storage of Institutional Repositories

- A) **Centralizes storage of institutional output:** IRs aid in the storage and centralization of all forms of institutional output, including unpublished works.
- B) **Long-Term Preservation:** Repositories play a crucial role in preserving digital assets for the long term, ensuring that valuable research materials are not lost or inaccessible due to technological obsolescence or other factors.
- C) **Cost Effectiveness:** While initial setup and maintenance costs are involved, repositories can ultimately lead to cost savings by reducing the need for physical storage space and facilitating more efficient workflows.
- D) **Any time Any Where Availability:** After store the IR in Digital Format with the help of Software users can use it anytime and anywhere with the help of Internet.
- E) **Other Benefits :**
 - Opening up outputs of the institution to a worldwide audience. Showcasing the institution to interested constituencies – prospective staff, prospective students and other stakeholders.
 - Collecting and curation of digital output.
 - Managing and measuring research and teaching activities.
 - Facilitating the development and sharing of digital teaching materials and aids, and other related material.
 - IR supports for learning and teaching. Links may be made with the virtual teaching environment and library catalogues.

6. Some open-source software's packages for setup an institutional repository

- DSpace : <https://dspace.org/>
- Google Drive : <https://drive.google.com/>
- EPrints : <https://www.eprints.org/>
- Fedora Commons : <https://fedorarepository.org/>
- Joomla (CMS) : <https://www.joomla.org/>

7. Conclusion :

With the help of institutional repositories libraries attract their users to visit the library. Institutional repositories are essential tool for academic institutions. It fulfills number of roles in academic institutions. Librarians should change their traditional role and need to get IT base knowledge to make IRs. Library Users get more information by using one platform and institutional libraries will achieved their vision by increasing users with the help of IR. Librarians need to continue to educate them about the importance of institutional repository. Its maintenance must be an institutional strategic goal.

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