



**SOFTWARE BUSINESS CASE**

**DIGITAL COMMONS**

Central Washington University Institutional Repository

**TABLE OF CONTENTS**

**EXECUTIVE SUMMARY.....2**

**1. Problem Definition .....3**

**2. Addressing Problem with CWU existing tools and products (i.e. PeopleSoft) .....3**

**3. Organizational Impact .....4**

**4. Benefits.....6**

**5. Strategic Alignment .....7**

**6. Cost.....8**

**7. Alternatives .....8**

**8. Timing / Schedule .....9**

**9. Technology Migration/Resource Identification.....9**

**10. Product Life/Application Sunsetting or Decommissioning.....9**

**11. References..... 10**

**12. Recommendation ..... 10**

**13. Approvals ..... 11**

## EXECUTIVE SUMMARY

The purpose of this business case is to identify the need and proposed solution for establishing an Institutional Repository (IR) at Central Washington University. The IR will facilitate the collection, preservation, and dissemination of the intellectual output of the students, faculty, and administrative offices of the University.

Institutional Repositories provide a digital 'storehouse' and showcase for academic institutions to host a wide variety of scholarly material created by students, faculty, and administrators. They also provide a readily accessible depository for selected archival material, video and still images, current news and events, procedural and policy guidelines, and other information that benefits the university community and other users, including the public. It can provide an immediate complement and portal to the existing scholarly publishing model and advance the individual and collective interests of faculty researchers, the library, university administrators, and the university's overall institutional memory.

A sampling of items intended for the CWU Digital Commons will include faculty publications and research, presentations, graduate student work such as theses and scholarly work published while at Central Washington University, student publications and SOURCE entries, scholarly journals published by or associated with the university, video materials such as webcasts and webinars, multi-media collections, streaming-video (the IR will support the newly purchased Media Amp platform) including digitized collections and materials from the Archives and Special Collections Department, Facilities blueprints, plans and documentation when appropriate. Essentially, Brooks Library intends to utilize the IR as the institutional memory that is accessible to its extensive user communities, both globally and locally.

The Library Ad Hoc Committee on Institutional Repositories (convened AY2012/13) has completed extensive research in order to examine and identify how other institutions are using IR models to publish, promote, and provide access to their intellectual property. The committee has also identified a wide array of materials that are currently produced that could be populated quickly into an IR. A suitable open-access software platform, bepress Digital Commons ([http://digitalcommons.bepress.com/subscriber\\_gallery/172/](http://digitalcommons.bepress.com/subscriber_gallery/172/)), has been identified that will provide the necessary interface to create and maintain the IR. Included in the analysis was the fact that ten of CWU's partner libraries in the Orbis Cascade Alliance library consortium, of which the Brooks Library is a member, have implemented the bepress Digital Commons platform.

**Sponsoring Department(s):** Brooks Library

**Date of Business Case Preparation:** October 3, 2013

**Contact Person Name/Phone:** Patricia Cutright, 963-1973

New Product/Service

If there is a draft or sample contract, please provide a copy.

Renewal of Existing Product/Service – if checked, include background information.

If there is a site license agreement, existing contract or new contract draft, please provide a copy.

## 1. **Problem Definition**

Central Washington University's faculty, staff and students produce a variety of materials that capture the creativity and scholarship of the institution. This expansive range of documents includes, but is not limited to, pre-prints, post-prints, technical reports, data sets, working papers, presentations, proposals, theses, journal articles, university publications, policies and procedures, course syllabi, course content materials, course management software and training materials, curriculum vitae, personal websites, video and audio materials, computer programs, Facilities blueprints/plans and oral histories. However, these documents and materials currently reside in disparate or scattered locations, such as hard-drives, filing cabinets, and various websites, which provide little or no search capability, little or no access, and little regard for long-term preservation. It is time for Central Washington University to organize itself, determine how to provide support for digital scholarship and preserve the institution's scholarly and creative efforts and its institutional memories while making them accessible – as appropriate – to the university community and beyond.

At present the university has no platform to showcase, capture, organize and preserve the creative and intellectual output of its academic, faculty, staff and student communities. It has no mechanism to make publically funded materials available to the public; jeopardizing the university's ability to meet federal agency grant requirements. To accomplish these tasks the university needs an IR.

## 2. **Addressing Problem with CWU existing tools and products (i.e. PeopleSoft)**

At present there is no existing tool or product on campus that can be structured to work as an IR.

The implementation of the MediaAmp and the Faculty180 systems provide complementary services to the Digital Commons and both vendors have indicated their system's compatibility with the bepress platform. A conversation with Faculty180 staff indicated that a crosswalk or API will soon be available for data export into such platforms as the Digital Commons and stated there would be no cost for this capability. It is true that Faculty180 does have the ability to store faculty data but it is a product built for internal use, contrary to the Digital Commons ability to develop metadata searchable at a global level via the internet.

Digital Commons is a way to magnify the benefits from the university's investment in Faculty180. Faculty180 on its own is an internal tool. The library can extend its value with Digital Commons as the public-face counterpart, to make sure that the scholarly achievements of CWU faculty are visible not only to the campus community but also to the outside world. In this way, the university gets the credit, discovery, and impact for all the valuable research its faculty are producing. Several libraries have set up workflows for their Digital Commons repositories to interact with their faculty metrics tools, for example Boise State University and Utah State University.

How would this work? Faculty are already being asked to enter their publications and other achievements into Faculty180. The library would export these records from Faculty180 through Excel or XML files and import to the Digital Commons.

Faculty and students' scholarly works are posted open access with CWU branding. They are showcased as part of the faculty member's profile, department, and research collection. Traffic and download reports go back to the faculty author and to university administration (if they wish). This is a way for CWU to get exposure and credit for all the work faculty produce, and to make even better use of the materials submitted to Faculty180. It's also a great way for faculty to see immediate benefits from both Faculty180 and Digital Commons: they will receive monthly email reports with all their downloads that will show how their work has been discovered. Faculty at institutions who are using Digital Commons have said they've experienced more downloads of their work in one month from Digital Commons than they had in the past 25 years.

### **3. Organizational Impact**

The Library Ad Hoc Committee on Institutional Repositories involved many in the research process while investigating the best course of action in pursuing the acquisition of an IR. Through library faculty liaisons, discussions occurred with College departments and faculty, presentations were made to the Provost Council and the Library Advisory Council with members vetting the IR with their colleagues in their respective Colleges, and open forum presentations were made in April to introduce the IR concept to the campus community. Feedback from all these contacts was positive and we were encouraged to pursue the IR platform.

The bepress Digital Commons IR platform is a cloud-based software service that is hosted by bepress (The Berkeley Electronic Press). The Brooks Library Systems department, in conjunction with CWU's IT Networking Services, would implement the service, with the Brooks Library Systems department providing on-going maintenance.

A Digital Commons Librarian (position gained through redeployment) would head the IR, with one graduate assistant funded by the School of Graduate Studies and Research. The Digital Commons Librarian would work with the other twelve librarian liaisons in introducing the service to the campus community, and providing training and support for users of the service. The graduate assistant would provide the necessary support by digitizing materials and entering the metadata necessary for search and discovery of data and scholarly works.

In addition to information gathered at the university level, the Librarian would investigate possible partnerships that would enrich the holdings of the depository, such as archeological or historical data from local tribes, historical societies, or corporations.

Included in the responsibilities of the Digital Commons Librarian and staff would be the administration of copyright compliance. The library staff would implement

typical guidelines for any author publishing work in Digital Commons that state they must either have copyright for the work or the permission of the copyright holder to publish it in the IR. If the author retains copyright for their submission, no further efforts are required and they may proceed to the submission process, as determined by the administrator of the specific community to which the author is submitting. If the author does not maintain copyright, he/she still may be able to submit material to the IR. Many publishers will allow placement in an institutional repository of articles published in their journals or books as a form of "self archiving" in pre-print or post-print form. SHERPA provides information by publisher on what kind of self-archiving activity is allowed for articles in their journals and one can search for a particular journal and its policies at <http://romeo.eprints.org/publishers>. Also, valuable information on copyright compliance is available at <http://digitalcommons.bepress.com/cgi/viewcontent.cgi?article=1003&context=toolkits>.

**All Stakeholders and Primary Users:** Potentially all entities within and associated to CWU are stakeholders and could be primary users of this system --

President's Office

Provost's Office

CIO/Vice President of Business and Financial Affairs departments

Faculty

Students

Staff

Student Union/Student Clubs and Organizations

Symposium on University Research and Creative Expression (SOURCE)

Colleges:

- College of Arts and Humanities
- College of Business
- College of Education and Professional Studies
- College of the Sciences

School of Graduate Studies and Research

Office of the Dean of Student Success and departments

Brooks Library

Continuing Education Office

CWU Centers

Human Resources

International Journal of Undergraduate Research and Creative Expression

Cascadia Chronicle

#### 4. Benefits

##### **Public Service and Community Engagement**

- The IR enables the university to return the fruits of its research to the local community. IRs preserve and improve access to regionally-valuable content that would have otherwise been lost or difficult to access.<sup>1</sup>
- The IR would ensure public access to online galleries of regional images, sound recordings and moving images that are not easily retrievable at this time.
- By offering the opportunity to consolidate, showcase, and enhance the discovery of research within the institution's fields of expertise, the IR has the potential to increase the institution's global visibility, prestige and public value.
- IRs expand the opportunities for institutional research to be discovered and used and provides tangible indicators of an institution's quality.
- Materials stored in an IR can be used by a global audience, including members of the media, legislators, grant-makers, corporate entities, and other research institutions.

##### **Teaching and Learning**

- By offering faculty and students the opportunity to reflect upon past research, find current research, and facilitate new research, the IR can significantly enhance the scholarship produced at the institution. IRs also facilitate collaboration and production of new scholarship by helping to share research across departments and colleges and by enabling the institution to deliver new publishing venues to its researchers.<sup>2</sup>

*"Adapting established pedagogy to digital environments is just the next evolution in teaching and learning. Using modern communication channels is choosing to be more effective and compelling educators."*

-Dr. James L. Gaudino, President

Central Washington University

State of the University Address, 2013

<http://www.cwu.edu/cwu-president-challenges-faculty-staff-adapt-work-digital-world>

##### **Scholarship and Creative Expression**

- IRs centralize, preserve, and make accessible an institution's intellectual capital.<sup>3</sup>
- Being part of the bepress Digital Commons community allows researchers to search across many repository types, increasing the discovery of interdisciplinary research.

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<sup>1</sup> Making the Case for an Institutional Repository to Your Provost. Berkeley Electronic Press.

[http://works.bepress.com/ir\\_research/28](http://works.bepress.com/ir_research/28).

<sup>2</sup> Ibid.

<sup>3</sup> Crow, Raym (SPARC Senior Consultant. *The Case for Institutional Repositories: A SPARC Position Paper*. The Scholarly Publishing & Academic Resources Coalition. Wash.D.C. [www.arl.org/sparc](http://www.arl.org/sparc).

*“The real strength of the IR is in its ability to collect, preserve, and project the scholarly output of the University and make it available to the people of the state and beyond.”*

-Richard Clement, Dean of Libraries

Utah State University

[http://digitalcommons.usu.edu/lib\\_present/1](http://digitalcommons.usu.edu/lib_present/1)

*“The job of digital repositories is to ensure that the extremely valuable scholarly or creative products that have been paid for by the public or by donors are ultimately accessible to them, as well as to students, faculty and researchers everywhere.”*

-David Shulenburg, Vice President for Academic Affairs,

Association of Public and Land-Grant Universities (APLU)

[http://www.arl.org/sparc/meetings/ir08/closing\\_keynote.shtml](http://www.arl.org/sparc/meetings/ir08/closing_keynote.shtml)

### **Resource Development and Stewardship**

- As a current, comprehensive collection of scholarly production, the IR facilitates the process of browsing, searching, and reviewing the output of the institution. It will have the potential to greatly support institutional advancement efforts by making it easier for top-level administrators to review and find research for fundraising purposes. In addition, increased transparency into the institution’s scholarly production can help the provost demonstrate to funding sources that their contribution is being used wisely.<sup>4</sup>
- The IR has a records management component that will aid staff in organization and retention of university records, plans, blueprints, and documentation in accordance with state requirements.
- The IR provides an instrument to ensure distributed interoperability in the preservation and archiving of digital scholarly research.

## **5. Strategic Alignment**

**University Core Theme 1 – Teaching and Learning:** The IR would allow faculty and students to access works of colleagues and other contributors to be utilized in the teaching and learning process.

**University Core Theme 3 – Scholarship and Creative Expression:** An IR would play an essential role in optimizing Central Washington University’s investment in scholarly work and academic innovation.

**University Core Theme 4 – Public Service and Community Engagement:** An IR would provide a central place for external communities to access, view and enjoy online galleries of university photos, documents and publications.

**Outcome 5.4.4 – Provide information technology infrastructure, systems, and services necessary for all CWU departments to achieve their objectives and the objectives of the university.**

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<sup>4</sup> Ibid.



6. Cost

**Initial Start-up Cost – AY2013/14**

	<b>Library or External Funding*</b>	<b>No Funding Identified</b>	<b>Total</b>
bepress Digital Commons platform	\$12,384	\$12,385	\$24,769
Digital Commons Librarian (salary/benefits, library funded through redeployment of positions)	\$64,000	-0-	\$64,000
Graduate Assistant (salary/benefits, School of Grad Studies funded)	\$8,100	-0-	\$8,100
Equipment (library or Student Technology Fee funded)	\$800	-0-	\$800
<b>Total</b>	<b>\$85,284</b>	<b>\$12,385</b>	<b>\$97,669</b>

**Ongoing Cost AY2014/19, Five-Year Estimate for Software**

<b>bepress Digital Commons platform</b>	<b>Library or External Funding*</b>	<b>No Funding Identified</b>	<b>Total</b>
Year 1	\$12,384	\$12,385	\$24,769
Year 2	\$10,000	\$16,461	\$26,461
Year 3	\$10,000	\$18,238	\$28,238
Year 4	\$10,000	\$20,104	\$30,104
Year 5	\$10,000	\$22,064	\$32,064

\*The Library will seek external funds for matching amount. We currently have an invited grant proposal submitted to a local private foundation that will cover the first year matching amount for the bepress Digital Commons software. On-going software costs will be matched with funding requested from the Student Technology Fee committee or the library with the requested match from University funds.

7. Alternatives (add lines as necessary)

<b>Alternative</b>	<b>Reasons For Not Selecting Alternative</b>
Texas Digital Library (TDL)	While TDL offers many of the same services as bepress, those services are not consolidated or coordinated under one platform. These disparate systems would not facilitate ease of use nor would they respond to the needs of CWU's distance learning initiatives.*

\*Please see the IR Evaluation Rubric in Appendix.

**8. Timing / Schedule (add lines as necessary)**

<b>Task</b>	<b>Target Date</b>
Approval of Digital Commons software business case.	Nov. 15, 2013
Purchase of bepress Digital Commons.	Jan. 1, 2014
Project start. The implementation process consists of 4 phases.	Mar. 1, 2014
Phase 1: Set Up and Design. The bepress Consulting Services team will schedule a "design tour": a phone call to tour example sites so CWU can begin to see some design options.	Mar. 4, 2014
The bepress Consulting Services team starts to build CWU site.	Mar. 15, 2014
Phase 2: Outreach. While our site is being built, the bepress Consulting Services team will schedule time to discuss our plans for acquiring content and show us how other Digital Commons sites are showcasing their own scholarly content. The primary site administrators and stakeholders must get together to begin thinking about content opportunities.	Apr. 15, 2014
Phase 3: Training. Once our site is live, the Consulting Services team will conduct the training call and begin to build the initial subsections of our repository. At this point, our Digital Commons site is ready for us to begin to upload content; SOURCE presentations and student theses will comprise initial load.	May 15, 2014
Phase 4: Successful Repository. bepress offers several resources to its subscribers to increase repository and publishing success. The Client Services team will subscribe CWU up to the Digital Commons listserv, run through the Google Group interface. CWU will have access to the full collections of subscriber resources, created by bepress and by Digital Commons community members.	June 15, 2014
CWU Digital Commons goes live. Other stakeholders start to build their collections.	June 30, 2014

**9. Technology Migration/Resource Identification**

No migration will be needed for Digital Commons.

**10. Product Life/Application Sunsetting or Decommissioning**

There is no anticipation for sunsetting or decommissioning this service. A review every 5 years should be completed to determine efficiencies and productivity of the service.

## 11. References

Making the Case for an Institutional Repository to Your Provost. Berkeley Electronic Press. [http://works.bepress.com/ir\\_research/28](http://works.bepress.com/ir_research/28).

Zhang, Jingping; Aractingi, Edward; Beach, Gretchen Rae; DeBruin, Nathaniel; Kaplan, Paula; and Walker, Thomas, "Marshall University Institutional Repository Proposal" (2011). *Libraries Faculty Research*. Paper 2. [http://mds.marshall.edu/lib\\_faculty/2](http://mds.marshall.edu/lib_faculty/2).

Crow, Raym (SPARC Senior Consultant. *The Case for Institutional Repositories: A SPACRC Position Paper*. The Scholarly Publishing & Academic Resources Coalition. Wash.D.C. [www.arl.org/sparc](http://www.arl.org/sparc).

Information gleaned from Orbis Cascade Library Consortium partners using bepress Digital Commons:

Linfield College <http://digitalcommons.linfield.edu/>

Pacific University <http://commons.pacificu.edu/>

Portland State University <http://pdxscholar.library.pdx.edu/>

Seattle Pacific University <http://digitalcommons.spu.edu/>

Seattle University Law School <http://digitalcommons.law.seattleu.edu/>

University of Puget Sound <http://soundideas.pugetsound.edu/>

University of Washington <http://digitalcommons.tacoma.uw.edu/>

Western Oregon University <http://digitalcommons.wou.edu/>

## 12. Recommendation

The Brooks Library staff has done due diligence in researching the acquisition of an IR that will capture, preserve, and showcase the intellectual output of its academic community in digital format.

All possibilities have been investigated among the IR software packages currently available. The bepress Digital Commons service is the only option that meets the requirements set and suits our institutional needs. One other product available for a fully-hosted, open-access service is the Texas Digital Library (TDL). As seen in the enclosed rubric page, TDL does not address many of the necessary support criteria set by the Brooks Library. Neither the University nor Brooks Library has the professional, technical, hardware design or human resources to implement and maintain an in-house open-source package. The bepress Digital Commons package is the solution that provides a fully-hosted service with unlimited support, technical and design services training, and regular upgrading for one, all-inclusive annual subscription cost. The bepress Digital Commons recommendation also allows the Brooks Library to provide access to digital data within our partner organization, the Orbis Cascade Alliance library consortium.

The Committee recommends that Central Washington University fund a program with bepress Digital Commons to contract and create a digital Institutional Repository. The Committee additionally recommends the official formation of a university-wide Institutional Repository Committee comprised of librarians, faculty, students, and administrators that will develop a list of content, oversee the creation

of guidelines and policies for contribution, and provide recommendation in five years on the continued efficacy of the IR.

### 13. Approvals

The following actions have been taken by the appropriate Sub-Council (ATAC or Non-Academic Sub-Council) and University Enterprise Team:

<b>Date</b>	<b>Action</b>	<b>By</b>
10/17/2013	Approved for review by EISC	Non-Academic
10/21/2013	Presented to EISC	Patricia Cutright
10/21/2013	Approved for review by Cabinet	EISC

***Upon approval by the Enterprise Team (ET) or one of the two Sub-Councils (Academic or Non-Academic), CWU procurement policies and procedures should be used to initiate a purchase. Please contact the Purchasing office at x1001 with any questions regarding the procurement process.***

***If you have any questions, please contact Sue Noce 963-2927 or Tina Short 963-2910.***

## **APPENDICES**

Digital Commons Comparison Rubric  
10/7/13

<b>Platforms</b>	<b>bepress Digital Commons</b>	<b>Texas Digital Library (TDL)</b>
Product Website	<a href="http://digitalcommons.bepress.com/">http://digitalcommons.bepress.com/</a>	<a href="http://www.tdl.org/">http://www.tdl.org/</a>
Example/s of repository built using platform/service within the Orbis Cascade Alliance	Linfield College <a href="http://digitalcommons.linfield.edu/">http://digitalcommons.linfield.edu/</a> Pacific University <a href="http://commons.pacificu.edu/">http://commons.pacificu.edu/</a> Portland State University <a href="http://pdxscholar.library.pdx.edu/">http://pdxscholar.library.pdx.edu/</a> Seattle Pacific University <a href="http://digitalcommons.spu.edu/">http://digitalcommons.spu.edu/</a> Seattle University Law School <a href="http://digitalcommons.law.seattleu.edu/">http://digitalcommons.law.seattleu.edu/</a> University of Puget Sound <a href="http://soundideas.pugetsound.edu/">http://soundideas.pugetsound.edu/</a> University of Washington <a href="http://digitalcommons.tacoma.uw.edu/">http://digitalcommons.tacoma.uw.edu/</a> Western Oregon University <a href="http://digitalcommons.wou.edu/">http://digitalcommons.wou.edu/</a>	Not available within the Orbis Cascade Alliance, examples from TDL <a href="http://www.tdl.org/services/member-repositories/">http://www.tdl.org/services/member-repositories/</a>
Server & operating system & database	Hosted services	Hosted services
Storage	unlimited	3 TB
Data Exportable	bulk import export	Yes, bulk upload is available
<b>Direct Costs &amp; Services Provided</b>	<b>bepress Digital Commons</b>	<b>Texas Digital Library (TDL)</b>
Software license type	Commercial	Open Source
What is included in the price proposal	See Appendix I Digital Commons Feature List	See Appendix II TDL Resources
Hosting & Support Services	Full hosting: setup, training, support, documentation, webinars, newsletters, branding and upgrades. License includes campus conference kits, peer review kits, ability to create open access or subscription-based journals. Promises unlimited support and 24 hours or less turn around time. bePress DC provides supports for all of the following roles:  Students Faculty Administrators Librarians Technical Support staff Standard phone support hours are 8:30 -5:30 PST, Monday through Friday. Support can also be reached at <a href="mailto:support@dc.bepress.com">support@dc.bepress.com</a> . We reply to every inquiry within twenty-four hours, and usually much faster.	Texas Digital Library supports TDL installed and/or managed instances of the following TDL services:  DSpace Repositories and wiki documentations for systems and components  TDL provides supports for all of the following roles:  Students Faculty Administrators Librarians Technical Support staff  Tier 2 Support  Requests which require minor programming to be resolved. These support requests often uncover a programming issue with a TDL service. Time varies on these requests, but may take between 3 - 5 working days to resolve. The Helpdesk is available Monday through Friday, excepting the following holidays: Labor Day, Thanksgiving, day after Thanksgiving, New Year's Day, MLK Day, Memorial Day, and Independence Day. Additionally, the TDL support team is unavailable during the Winter Break that falls between the fall and spring semesters. Requests submitted outside of normal business hours will be handled in the order in which they were received.
Software/platform/services Cost	Single annual SaaS license. Cost is based on Carnegie list FTE schedule total campus population. Subscription includes up to five publishable journals. Advanced customization can be obtained for additional fee. \$24,769 (based on 9986FTE, assuming a 5% annual price increase)	Membership fee. \$25,000 (Tier 2 membership). Renew every year.
Installation & upgrade	No upgrades necessary. Managed by Digital Commons off site.	All system admin is done by TDL
<b>Obsolescence</b>	<b>bepress Digital Commons</b>	<b>Texas Digital Library (TDL)</b>

Digital Commons Comparison Rubric  
10/7/13

<b>Platforms</b>	<b>bepress Digital Commons</b>	<b>Texas Digital Library (TDL)</b>
Originally released	Developed by Bepress in 2002 for California Digital Library. Licensed by ProQuest from 2004 until 2007. From 2007 on offered exclusively through Bepress	Start-up by TDL in 2005, Planning and Development in 2007-2008, Deployment in 2008-2009, Sustain and Evaluate in 2009-2010, and transition to service organization in 2011.
Most recent software release	7.5 released in May 2013, have released upgrades approximately every quarter.	2.0 in Aug 2013
Community Support/ Resources for users	Conference meet-ups, Collaboratory (a document sharing site). LinkedIn group, webinars, newsletter, tutorials. Local user groups in the Orbis Cascade Alliance	Conference meet-ups, forums, Collaboratory, wiki documentation
Total number of academic users	200+	12
<b>Formats &amp; metadata</b>	<b>bepress Digital Commons</b>	<b>Texas Digital Library (TDL)</b>
Supported file types	Digital Commons stores and makes available for download any discrete file type. Authors or administrators can upload any discrete file format to Digital Commons repositories. Common file formats include .pdf, .doc, .xls, .tiff, .mp3, and .zip.	Any digital format will be accepted.
File conversion	Automatically converts Word, WordPerfect, and rtf files to pdfs. Recommends converting text files into pdfs. Non-text files are made available as uploaded	N/A
Supported Metadata Standards	Dublin Core, Qualified DC (METS and MARC not supported)	Dublin Core and MODS
Authority Control	No	No
<b>Back-end Interface</b>	<b>bepress Digital Commons</b>	<b>Texas Digital Library (TDL)</b>
Statistical reporting	Reports with download and referral information for each article, series, department, or for the whole institution. Authors automatically receive monthly download reports for their papers. Integrated with Google Analytics.	Stats include downloads
Record editing and quality control	N/A	N/A
<b>Front-end Interface</b>	<b>bepress Digital Commons</b>	<b>Texas Digital Library (TDL)</b>
Advanced and browse search options	Browse by author, collection, discipline, document type etc. Advanced search can limit by field; campus, date range or format. Customizable categories and options.	Browse by collection, image or researcher (displayed visually on front page). Advanced search by publications, authors or sponsors tabs
Indexing in major search engines	Google recommended IR platform. Supports data harvesting and feeding. Content is optimized Google Scholar and is OAI compliant.	Google recommended IR platform. Supports data harvesting and feeding. Content is optimized Google Scholar and is OAI compliant.
Orbis Cascade Alliance's Shared Integrated Library System (Ex Liris Alma/Primo) compatibility	Yes	Yes
MediaAmp Integration	In review	N/A
Mobile-device friendly	Yes in 7.5	No
Info. Display and sharing (including citation #s)	Customized email alerts and RSS feeds. Download count sent to author in weekly updates. Automatic monthly readership reports keep administrators and faculty well-informed of their works' download count and encourages continued engagement with the repository.	N/A

Digital Commons Comparison Rubric  
10/7/13

<b>Platforms</b>	<b>bepress Digital Commons</b>	<b>Texas Digital Library (TDL)</b>
<b>Researcher Interface</b>	<b>bepress Digital Commons</b>	<b>Texas Digital Library (TDL)</b>
user authentication	LDAP and CAS, shibboleth	LDAP, shibboleth
Submission process	Institutions can add their content to their repository through batch uploads, by linking to external sites, or via a submit form.	Submit batch uploads to TDL via FTP or external drive. Can set up OAI harvesting from metadata of your site or others
Embargos	Embargo settings for electronic theses and dissertations.	Customizable embargos
Journal publishing	Offers professional-grade publishing tools for journal creation. Can interface with OJS as well.	Offers professional-grade publishing tools for journal creation. Can interface with OJS as well.
Author collaboration	"Tell a colleague" email functionality.	N/A
Researcher pages	SelectedWorks add-on available. Allows faculty to create and manage their own personal researcher pages. Content from SelectedWorks sites can be collected into the repository and vice versa.	N/A
<b>Preservation</b>	<b>bepress Digital Commons</b>	<b>Texas Digital Library (TDL)</b>
Harvesting options	OAI-PMH. UMASS Amherst harvests from subject repositories.	OAI-PMH
Preservation/disaster recovery etc.	Disaster recovery plan utilizing fail-over servers and regular on-site and off-site backups. Copies of repository content available to subscribers. Support for LOCKSS.	N/A
Exit option	A subscriber can get a full database back when the subscriber exits the system.	A subscriber can get a full database back when the subscriber exits the system.
Symplectic Compatibility	N/A	N/A



## *Digital Commons Feature List*

### **Distinct series types**

- Each series type has a distinct and customizable submission form, workflows, metadata, and presentation features too numerous to list
  - Paper series
  - Theses & dissertations
  - Journals
  - Books
  - Events and conferences
  - Images and multimedia gallery

### **Content Upload**

- Add content quickly with our streamlined submit form - customizable for different communities or types of content within the institution
- Quick submit for articles with PubMed IDs
- Link to content on external websites
- Post a wide variety of publication types (e.g., articles, preprints, monographs, etc.)
- Upload sound and video files, data sets, and executable files
- Import historical data with batch uploads
- Auto-convert Word, WordPerfect, and RTF documents to PDF; auto-create PDF cover-pages, watermarking, etc. if desired
- Flexible PDF cover pages, expands upon the dynamic cover page creation option with many flexible options for customizing the Digital Commons-created cover pages for full-text objects
- Embedded 3-tiered taxonomy pick list for consistent data entry on upload

### **Presentation**

- Each Digital Commons site is intended to be a “showcase”, and thus is: easy to use; navigable; reflects well on the institution, etc.
- A unique web page is generated automatically for each article that includes title, author, abstract, and citation information, with format of the citation controlled by the series administrator
- Gallery pages that collect and showcase all the collected journals and books
- Various image collections can be gathered into larger virtual collections without duplicating the images
- Plug-ins for Google Maps, geolocation, Twitter, live commenting, and RSS feeds from blogs and other websites, as well as embedded plug-ins from hundreds of other web sources
- Embed streaming audio and video, and include supplemental files of any format (such as data sets or simulations)

### **Services**

- Bepress staff dedicated to assist each customer intended to ensure the success of the research showcase
- Custom design and branding
- Unlimited training and support for any number of users, members, staff, editors
- Full bepress hosting & maintenance
- Ongoing software development, including a quarterly release schedule for new enhancements

#### **Data Harvesting and Feeding**

- Full-text indexed by Google, Google Scholar, and other search engines; optimized for fast and accurate indexing; preferred publisher for Google Scholar
- Qualified Dublin Core, OAI-PMH, OpenURL, and an XML gateway makes articles discoverable to many third parties and federated search tools
- Batch import and export via XML or Excel Spreadsheet

#### **Search**

- Full-text and metadata searching, included faceted browsing (powered by Lucene/SOLR)
- Optimized for fast and accurate indexing by Google and Google Scholar (hits are highly placed in Google results lists)
- OAI compliant (facilitates inclusion of records in other search engines, e.g. Worldcat Local)
- Context sensitive searches (e.g., search this series vs. search the entire collection)
- XML gateway for inclusion in searches via metasearch applications
- OpenURL navigation capabilities

#### **Accessibility**

- Persistent URL
- LDAP integration for single sign-on
- Meets all web accessibility standards for screen readers and mobile devices

#### **Notification**

- Mailing list manager to build your own lists and announce new articles
- RSS feeds and automatic email notification for reports of newly published content
- Reader tools: social bookmarking, social media plug-ins, "follow", mailing list and email alerts
- **Individual readership statistics for authors** of content submitted to the showcase, and real-time author dashboard

#### **Administrator Tools**

- E-mail tools to manage authors
- Access/subscription control, if desired
- Different administrator levels and granular privileges
- Usage statistics at both the series and paper level
- Google Analytics - Administrators interested in learning about site traffic can view usage statistics through Google Analytics
- Monthly individual readership statistics sent automatically to authors and to selected stakeholders such as department chairs
- Custom on-demand usage statistics reports

#### **Stability & Portability**

- Entire system accessible from any internet connection
- 99.9% uptime guaranteed
- Multiple redundant back-up servers and failover servers
- Content can be delivered to customers for self-archiving, either on a quarterly basis or if the institution ever decides to discontinue use of Digital Commons
- Integrated with LOCKSS for further preservation

**Peer Review and Publishing**

- Digital Commons includes EdiKit™, a professional publishing system for the creation of online journals, migration of existing journals to online, conference/workshop management/publishing, monograph publishing, etc. This is the same platform that bepress used to publish its more than 60 scholarly journals
- Custom design for each journal
- Highly customizable workflows and roles, including blind and double-blind peer review
- Improves the peer-review process by tracking manuscripts, automatically emailing appropriate reminders, and providing a mechanism for anonymous correspondence between reviewer and author
- "Submit a response" feature and blog-style comments



**TDL.ORG**  
TEXAS DIGITAL LIBRARY

*A consortium of higher education institutions in Texas that provides shared services in support of research and learning.*

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The **Texas Digital Library (TDL)** is a consortium of higher education institutions in Texas that has provided shared digital library services since 2005.

The mission of the Texas Digital Library (TDL) is to enable each of its member libraries to advance a program of digital initiatives in support of research, scholarship, and learning.

## Services

### Access Services

Institutional Repositories. DSpace hosting includes provision of hardware and storage and basic management of the repository software, affording member institutions the means to offer a repository service for their affiliates, improving the dissemination of institutional work.

Electronic Thesis and Dissertation Submission and Management. With Vireo electronic thesis and dissertation (ETD) submission and management system, students at member institutions can submit digital theses and dissertations via a simple online interface, while graduate offices can manage the ETD submission and approval process behind the scenes.

### Digital Preservation

The Texas Digital Library partners with DuraCloud (a service of DuraSpace) to offer cost-effective and convenient preservation storage to member institutions. On a second front, the TDL is a charter member of the Digital Preservation Network (DPN), a nationwide effort by and for the academy to build a network of independent, geographically dispersed preservation repositories. Find more about DPN at [www.DPN.org](http://www.DPN.org).

### Data Management

The Texas Digital Library is an access point for its members to a number of data management resources, including the Texas Advanced Computing Center (a strategic partner), DuraCloud, and its hosted DSpace repositories. The TDL is currently developing pilot projects with member institutions to create a service model for assisting with multiple aspects of the data lifecycle.



## Other Scholarly Communication Services

- **Electronic Journals.** The TDL offers support for publishing fully online, peer-reviewed journals through the hosting of Open Journal Systems software
- **WordPress.** The TDL hosts WordPress sites for faculty and staff at TDL member institutions.
- **Conference websites.** The TDL supports academic conference management through hosting Open Conference Systems software, which provides a complete web presence for a conference, provides workflows for conference management tasks, and online publication of conference proceedings.

## User Support

- Helpdesk support
- TDL Wiki (user documentation)
- Training courses
- Users Groups

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## *Find out more*



Visit [TDL.org](http://TDL.org)



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Find out about TDL User Groups. ([TDL.org/groups](http://TDL.org/groups))

## *Contact the Texas Digital Library*

P.O. Box P  
Austin, Texas 78713-8916 |  
Ph. 855-495-4317 (toll free)  
Fax 512-495-4347  
Email [info@tdl.org](mailto:info@tdl.org)

[TDL.org](http://TDL.org)