

Checklist for Repository Going Live

- Server set-up at local institution (production and test)
- VITAL/VALET installed
- Handles registered, set-up and tested
- System configured
- Indexing defined/configured
- Metadata requirements in place
- OpenURL set-up (and tested)
- Content migrated into repository and/or repository populated
- Copyright compliance (notices, licences, disclaimers, guidelines for depositors, statements for depositors, etc)
- Workflow processes established and documented
- Repository Name selected
- Processes established for submission after 'go live' :
 1. Research data (RQF)
 2. Non-research data
- Support Framework
 1. FAQs
 2. Information and Instructions for submission
 3. Policies and guidelines available on web
 4. Generic email address for repository
 5. Where to help and who to contact
- Support staff for the repository identified and trained
- Access to the system (authentication, LDAP, etc)
- Registration with harvesters
- Connectivity with or planning for interfacing with other systems

