



**DOCUMENT: INSTITUTIONAL REPOSITORY STEERING COMMITTEE
TERMS OF REFERENCE**

INTRODUCTION AND PURPOSE

The University of the Sunshine Coast (USC) is a partner institution in the RUBRIC (Regional Universities Building Research Infrastructure Collaboratively) project <http://rubric.edu.au/>.

The RUBRIC project aims to develop new processes and tools to create sustainable research infrastructure in regional universities in the area of e-research via the development of institutional digital repositories. The project will build capacity across smaller research universities enabling the research output of those institutions to be available trans-nationally, contributing to the research mission of higher education in Australia and internationally.

There is an expectation that all partner institutions will have launched an institutional repository prior to the completion of the project on 30th June 2007.

The USC RUBRIC Project goals are to:

- Identify USC institutional repository requirements
- Investigate and trial institutional repository software solutions in collaboration with RUBRIC Central and RUBRIC partners
- Implement an institutional repository software solution that meets USC institutional requirements
- Develop institutional repository workflows and policies in collaboration with RUBRIC Central and RUBRIC partners
- Populate the institutional repository with USC research and output
- Identify, document and implement a support framework for institutional repository sustainability in collaboration with RUBRIC Central and RUBRIC partners
- Market the institutional repository and associated benefits to the USC community

The establishment of an Institutional Repository Steering Committee has been identified as a deliverable for meeting goal 1 of the RUBRIC Project Charter – “Identify USC institutional repository requirements”.

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The objective of the Institutional Repository Steering Committee is to provide project guidance and support on policy and implementation decisions essential to the delivery of RUBRIC Project outputs and the attainment of RUBRIC Project outcomes.

The Institutional Repository Steering Committee's decisions have important implications for how the institutional repository fits into the university's goals.

1. Ensure the requirements of stakeholders are met by the project's outputs.
2. Approve a repository software solution as recommended by the RUBRIC Coordinator.
3. Advise on repository policy decisions including:
 - Institutional Repository Collection Development Policy
 - Institutional Repository Structure Policy
4. Consider and approve procedural documentation including:
 - Workflow procedures
 - Submission procedures
5. Consider and approve a repository service model.
6. Advise on repository technology requirements and issues.
7. Identify and address repository issues relating to copyright and intellectual property rights and approve a Repository Copyright Compliance Guide.
8. Advise on content recruitment strategies.
9. Consider and approve a repository marketing strategy.
10. Promote the repository to increase adoption by the USC community.
11. Advise on repository maintenance and sustainability issues.

MEMBERSHIP

- INFORMATION SERVICES REPRESENTATIVES
- INFORMATION TECHNOLOGY SERVICES REPRESENTATIVE
- OFFICE OF RESEARCH REPRESENTATIVE

On a needs basis (depending on meeting agenda and topics to discuss):

- COPYRIGHT ADVISOR
- FACULTY OF ARTS AND SOCIAL SCIENCES REPRESENTATIVE
- FACULTY OF BUSINESS REPRESENTATIVE
- FACULTY OF SCIENCE HEALTH AND EDUCATION REPRESENTATIVE

MEETING DETAILS

The Institutional Repository Steering Committee will meet once a month. A quorum consists of 5 members.

The chair for the meeting will be the RUBRIC Coordinator.