

UT Southwestern Institutional Repository—New Collections

Procedures for New Collections

1. Existing collections are reviewed to determine if a new collection must be added.
2. If a new collection is needed, the following are minimum requirements:
 - a. The collection name
 - b. Introductory text for the collection
 - c. Text for the license file
 - d. Text describing the provenance, or origin, of the collection
 - e. The stakeholder (including contact information) for the collection
 - f. Library role for items in that collection (typically, the library performs deposits on behalf of a stakeholder)
 - g. Access levels for items and files

Library staff members may provide additional information to the collection, such as short descriptive text for item views.

3. Additional enhancements to a collection include:
 - a. Copyright text
 - b. News text (information on upcoming additions or new developments)
 - c. Logo or image

STAKEHOLDERS

A stakeholder may fit into some or all of the following:

1. Contact person for any questions about collection updates
2. Contact person to provide additional items and files for the collection
3. Contact person for any requests to restricted-access files within the collection
4. Contact person to notify when there are changes to the institutional repository affecting that collection