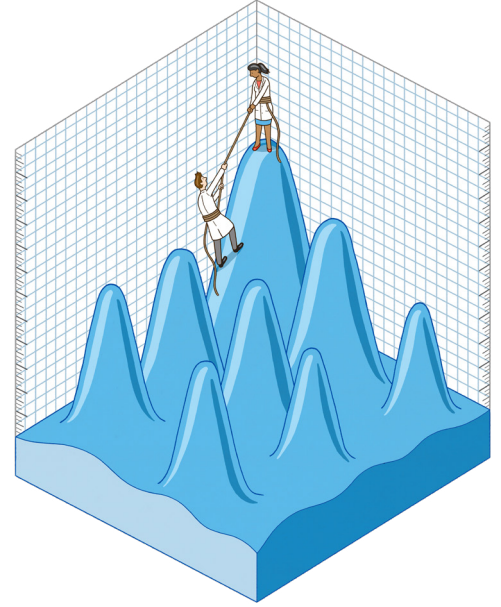


## 5 steps to securing cross-campus support for your institutional repository (IR)



CCT College Dublin's Head of Enhancement Marie O'Neill, and Head of Library Services, Justin Smyth, share the 5 steps they've followed to gain buy-in and content for their IR.

### 1. Secure the support of the Executive Leadership team

- If management isn't fully onboard, then winning the commitment of staff and students can be an uphill battle.
- In the case of CCT, that support from the top has seen the IR incorporated into the daily life of the college. The leadership team remains invested in the project, continuing to provide final approval on strategic branding and content decisions.

### 2. Embed the IR in key institution strategic plans (and then use the IR to showcase them)

- These might be research plans, teaching and learning plans or, in the case of CCT, the overall strategic plan. As Marie notes: "It has integrated the IR into college workflows and positioned it as core to our college mission."
- Institutional plans can also provide content for the IR. CCT has created an area to archive reports, plans and strategies - past and current.

### 3. Leverage institutional touchpoints and networks

- Liaise with campus communities; for example, at CCT, engaging with groups specializing in areas such as quality assurance and teaching and learning, has motivated them to contribute to the IR.
- Highlight the potential to share publications and presentations on the IR in inductions for new staff.
- It's not only formal channels that can work wonders, as Marie notes: "If someone is presenting at a conference, I'll email them to ask if they'd like their slides archived on Digital Commons. They are usually delighted!"
- Include the IR in any library-related courses or presentations for students. According to Justin, when students are enthusiastic, it often transfers to their lecturers.
- Appoint IR champions. At CCT, staff members help to drum up IR support in their respective departments.

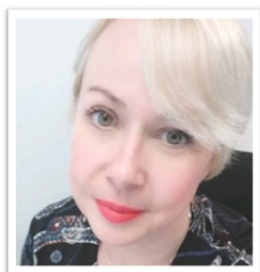
#### 4. Make the IR an integral part of institutional life

- Mandating the uploading of specific content can help to grow your IR. At CCT, this includes selected final-year student projects.
- Consider linking the IR to key institutional events; for example, CCT archives all materials generated by graduations and annual activities like Academic Integrity Week.
- Embedding Expert Gallery in the IR has made it a go-to resource for CCT faculty and students, raising awareness of the IR in the process.
- For CCT, sectoral outreach is a core philosophy. The IR offers a route to connect with others in their community, generating interactions that, in turn, help the repository to grow.



#### 5. Don't stop communicating and make it relevant!

- For Justin, making staff and students aware of the opportunities that a platform like Digital Commons offers should be a continual process.
- The IR hosts a monthly professional development bulletin for staff and sections such as 'Featured Researcher' which drive regular engagement with the IR.



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Source: The information in this how-to guide came from the webinar “Making the IR Work for your Context, CCT College Dublin: A Case Study” presented by the college’s Marie O’Neill and Justin Smyth. We thank them for sharing their experience and know-how.

