

UNIVERSITY OF CAPE COAST INSTITUTIONAL REPOSITORY (UCCSPACE)

A three month strategic plan for restructuring of the Institutional Repository (IR) in other to increasing accessibility and assessing of its contents, and to be known nationwide as well as at international level.

This strategic plan includes the following:

1.0 Review of UCCSpace policy.

The policy shall be reviewed in full taking into consideration the following:

- 1.1 The name of the IR (UCCSpace) shall be reviewed such as UCCIR or IR/UCC to enable it visibility and accessibility worldwide because of the name IR that many researchers use in their search for information.
- 1.2 The management committee members of shall be review, if possible, to bring new members on board to facilitate in its population.
- 1.3 Copyright policy shall be review.
- 1.4 The contents for the IR.
- 1.5 The submission of soft copies of these and dissertations to the Library should be made a mandatory requirement for all postgraduate students.
- 1.6 The IR policy shall be review annually to make room for the needed space and to catch up with time.
- 1.7 The submission of soft copies of other documents Library should be made a mandatory requirement for all colleges, faculties, schools, institutes, centers, departments, sections and units.

2.0 Additional Equipment / Materials / Training needed

- 2.1 The workroom shall be restructured to reduce (if not to eliminate) stress and fatigue.
- 2.2 Additional monitors shall be added to improve the working speed.
- 2.3 The needed training shall be given to the IR team to facilitate their working abilities and capabilities.

3.0 Restructuring of the IR

- 3.1 Communities, sub-communities and collections in IR will be restructured where necessary to enable and improve content searches by search engines.
- 3.2 Combining of other communities, sub-communities and collections where necessary will be done.

4.0 Assign roles for the population of the IR.

- 4.1 There shall be one top level IR manager and the IT person.
- 4.2 Every college shall have one community administrator.
- 4.3 Collection administrator(s) will depend upon the college: the number of contents they upload into the IR. It will not exceed three administrators.
- 4.4 Workflow policies will be adhere to make populating the IR easy:
- 4.5 The role editing the metadata will be done by one person.

- 4.6 Collection submitters will also not be many in order to have room for checks and balances.

5.0 Marking the IR

- 5.1 The IR will be marketed on the library's social media platforms as well as its website for more publicity.
- 5.2 Flyers and handbills will also be used to advertise the IR.
- 5.3 Registration of the IR in the various platforms for worldwide visibility will be done.
- 5.4 Awareness creating will be done from the management level through to the grassroots: students and users.

6.0 Reports and meetings Schedule

- 6.1 Any challenge that a person (community/sub-community/collection administrator or submitter) may face shall be reported to the appropriate person to take the necessary action(s).
- 6.2 Meetings shall be conveyed every fortnight to see the progress and address any challenge(s) that may occur.
- 6.3 Any other matter(s) that arise shall be addressed accordingly.

7.0 Time marks for achieving the objectives above

- 7.1 Review of UCCSpace policy will be done from the first week through to the fourth week.
- 7.2 The additional / Equipment / Materials needed will be provided from the first week through to the eighth week, while Training will begin in the fifth week
- 7.3 Restructuring of the IR will be in the third week.
- 7.4 Assigning roles in the IR will be done in the fourth week, while the populating will continue after the training (fifth week) through to the twelfth week.
- 7.5 Marketing the IR will be done from the sixth week and continues through to the twelfth week.
- 7.6 Reports and Schedule of meetings begins in the fourth week and continues through to the twelfth week.

8.0 Objectives at a Glance

8.1 Week One

- 8.1.1 IR policy review
- 8.1.2 Additional / Equipment / Materials needed

8.2 Week Two

- 8.2.1 IR policy review continues
- 8.2.2 Additional Tools / Equipment / Materials needed continues

8.3 Week Three

- 8.3.1 IR policy review continues
- 8.3.2 Additional Tools / Equipment / Materials needed continues

8.3.3 Restructuring of the IR

8.4 Week Four

8.4.1 IR policy review continues

8.4.2 Additional Tools / Equipment / Materials needed continues

8.4.3 Assigning roles in the IR

8.4.4 Reports and meetings

8.5 Week Five

8.5.1 Additional Tools / Equipment / Materials needed continues

8.5.2 Reports and meetings continues

8.5.3 Training staff to populate the IR

8.6 Week Six

8.6.1 Additional Tools / Equipment / Materials needed continues

8.6.2 Reports and meetings continues

8.6.3 Populating the IR

8.6.4 Marketing the IR

8.7 Week Seven

8.7.1 Additional Tools / Equipment / Materials needed continues

8.7.2 Reports and meetings continues

8.7.3 Populating the IR continues

8.7.4 Marketing the IR continues

8.8 Week Eight

8.8.1 Additional Tools / Equipment / Materials needed continues

8.8.2 Reports and meetings continues

8.8.3 Populating the IR continues

8.8.4 Marketing the IR continues

8.9 Week Nine

8.9.1 Reports and meetings continues

8.9.2 Populating the IR continues

8.9.3 Marketing the IR continues

8.10 Week Ten

8.10.1 Reports and meetings continues

8.10.2 Populating the IR continues

8.10.3 Marketing the IR continues

8.11 Week Eleven

8.11.1 Reports and meetings continues

8.11.2 Populating the IR continues

8.11.3 Marketing the IR continues

8.12 Week Twelve

8.12.1 Reports and meetings continues

8.12.2 Populating the IR continues

8.12.3 Marketing the IR continues

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