

# Parallel Auditing of the University of Oxford and the University of Cambridge's Institutional Repositories

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## Abstract

The Polonsky Digital Preservation at Oxford and Cambridge Project (DPOC) is a collaboration between Bodleian Libraries and Cambridge University Library with funding from the Polonsky Foundation. The project will enhance the libraries' digital preservation programmes by drawing upon existing expertise and research in the fields of digital preservation and digital curation; it will forge closer links with key advocates, in order to preserve each institution's digital assets for future users.

One key area for providing the project's digital preservation vision are the libraries' institutional repositories *ORA/ORA-Data* (Oxford) and *Apollo* (Cambridge). The repositories are core services supporting both funding compliance and acting as the institutional memory for the Universities' research outputs. Since their inaugurations in 2007/2015 and 2002 respectively, the repository services at Oxford and Cambridge have matured and are now ingesting increasing volumes and diversity of digital content. In light of the popularity and necessity of these services, the Universities are considering what their next generation of repositories should look like.

As repository software and processes are re-evaluated and potentially re-designed, there is also a golden moment to embed digital preservation into all aspects of the services, including both technical and human-led processes. Bodleian Libraries and Cambridge University Library are therefore undertaking a joint and tailored Digital Preservation self-audit from November 2016 – February 2017. The results of the audits will feed into internal recommendations for *ORA/ORA-Data* and *Apollo*, and will produce self-auditing material for re-use by the wider library, archive, and museum communities.

Self-audits at the Universities will combine an internally developed training needs survey for skills auditing with Trusted Repository Audit and Certification (TRAC) (OCLC and CRL, 2007) criteria. The training needs survey developed by DPOC amalgamates the skills frameworks from DigCurV (2013) and DigCCurr (Lee, 2009), along with skills identified in reports such as CLIR (Allard et al., 2016) and NDSA (Atkins et al., 2013). It has resulted in questionnaires for semi-structured interviews and a self-directed survey for online use. While there are several skills frameworks available for digital preservation of digital research outputs, there is a lack of usable surveys for collecting information for a skills gap analysis. Therefore, DPOC developed this survey as a method to collect qualitative information about staff capabilities and future skills requirements needed to support the Universities' institutional repositories.

The objective for running skills and TRAC repository audits in tandem, rather than as isolated activities, arose from observations around the difficulty in measuring and supplying documentation for TRAC's "Organisation Structure and Staffing" criteria section (OCLC and CRL, 2007). TRAC specifies that documentation should be provided evidencing skills and experience of staff performing roles within the repository – however TRAC's suggestions on how to quantify and collect concrete evidence was at the time not applicable to the libraries (OCLC and CRL, 2007). The training needs survey address this by feeding its findings into TRAC. Parallel auditing will also enable the Universities to tailor training and professional development courses which address areas of improvement from TRAC, and which complement skills already within the repository support teams. These are skills which will support the Libraries in developing next generation repository services.

## References

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