



**JOMO KENYATTA UNIVERSITY
OF
AGRICULTURE AND TECHNOLOGY**

JKUAT DIGITAL REPOSITORY POLICY

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Setting Trends in Higher Education, Research and Innovation

VISION

A University of Global Excellence in Training, Research and Innovation for Development

MISSION

To offer accessible quality training, research, and innovation in order to produce leaders in the fields of Agriculture, Engineering, Technology, Enterprise Development, Built Environment, Health and other Applied Sciences to suit the needs of a dynamic world

CORE VALUES

Quality
Team work
Professionalism
Innovation
Dynamism
Accountability
Integrity
Transparency



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Forward

Jomo Kenyatta University of Agriculture and Technology recognizes the benefits that a well-designed and managed institutional repository brings to the staff and students and the online community. Thus the university seeks to create and populate an institutional repository that reflects our values and vision. These include that of being **‘A University of Global Excellence In Training, Research and Innovation for Development’** and **‘contributing to community driven research that provides tangible solutions in the country’s social and economic needs’**. The repository will serve to raise the profile and access to our research outputs and scholarly publications and support students and staff in scholarly activity and undertaking research.

Currently, our research output, including theses and dissertations and other scholarly publications are stored in different ways, they do not necessarily have appropriate metadata and open standards/access requirements, and therefore may not be searchable via a single search engine. The benefits for easy access and dissemination of research and scholarly output from JKUAT institutional repository will be enjoyed by the academic community, not only in supporting research but also in underpinning learning and teaching.

It is therefore expected that implementation of this policy will go a long way in promoting the university’s research profile, by exposing it online. This will assist in increasing citation rates and the overall impact of JKUAT research.

Prof. Mabel O. Imbuga, PhD
Vice Chancellor, JKUAT



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Table of Contents

VISION	ii
MISSION	ii
CORE VALUES	ii
Forward	iii
Table of Contents	iv
Definitions and Acronyms	v
1.0 Introduction	1
2.0 Benefits of a Repository	1
3.0 Open Access Policy Statement	2
4.0 Content Policy	3
5.0 Submission Policy	3
6.0 Metadata Policy	4
7.0 Data Policy	4
8.0 Selection, Retention, Replacement and Withdrawal	4
8.1 Selection and Retention	4
8.2 Replacement	5
8.3 Withdrawal	5
9.0 Intellectual Property/Copyright	6
10.0 Quality Control	6
11.0 Preservation Policy	6
12.0 Compliance and Monitoring	7
13.0 Policy Review	7
14.0 Disclaimer	8
Appendix I	9
Appendix II	11
Appendix III	12



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Definitions and Acronyms

Authorise others to do the same: The copyright holder has the sole right to authorise others to exercise rights under Copyright Law, and the right to authorise others to exercise rights. This language transfers the non-exclusive right to JKUAT to allow others to use the articles in specified ways and contexts, such as other JKUAT faculty members who want to use an article in teaching.

Compliance: Conformity in fulfilling official requirements (Glossary definition).

Creative Commons License: Recognises the author's copyright authority, but allows others to copy and distribute the work, provided they give the author credit and only on the specified conditions.

Deposit: A deposit represents a bundle of submitted information. Typically, a deposit consists of descriptive metadata, access conditions and copyright information, and any relevant uploaded files. This entire set of saved information is the deposit record.

Depositor: A depositor is the creator of a deposit record, who submits digital items and associated data for review, approval and uploads to the repository.

Digital Preservation: The process of ensuring that a digital object is accessible over the long term.

DSpace: Is an open source software package that Jomo Kenyatta University of Agriculture and Technology selected for the Digital Repository

Dublin Core: The Dublin Core is an initiative to create a digital 'Library card Catalog' for the web. It is made up of a set of 15 standard metadata elements that facilitate indexing and searching of electronic resources in the World Wide Web.

Embargo: Banning of the full text publication of the document, usually for a defined period of time.

Evaluation: Systematic and objective assessment of an on-going or completed project/programme or policy in order to determine the relevance and fulfillment of objectives as well as efficiency, effectiveness, impact and sustainability (Glossary definition).

Final Version of the Article: The author's version with any changes made as a result of the peer-review process, but prior to publisher's copy-editing or formatting.

Institutional Repository (IR): Is a set of services that a university offers to the members of its community for the management and dissemination of digital materials created by the institution and its community members. It includes an organisation's commitment to the stewardship of digital materials, including long-term preservation where appropriate, as well as organization and access.



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IR: Institutional Repository

Irrevocable License: The permission granted may not be taken back; there are no fees associated with the permission granted, and the permission applies worldwide.

Item: Any scholarly work being deposited including abstract, text, images and related data.

JKUAT: Jomo Kenyatta University of Agriculture and Technology

Metadata: Data that describes other data. For items in open access repositories, this usually consists of a full bibliographic reference, abstract, keywords and similar information.

Monitoring: Continuing function that uses the systematic collection of data on specified indicators to inform management and the stakeholders of an on-going project/program of the extent of progress and achievement of the results (Glossary definition).

Non-exclusive rights: After an author grants non-exclusive rights, he/she still retains ownership and complete control of the copyright in their writings, subject only to this prior license. The author can exercise copyright in any way he/she deems fit, including transferring them to a publisher as desired.

Not sold for a profit: JKUAT will not generate a profit from exercising the rights granted, but could recover costs for a service related to the articles, such as printed course packs.

Open Archives Initiative (OAI): The Open Archives Initiative develops and promotes interoperability standards that aim to facilitate the efficient dissemination of content. OAI has its roots in the open access and institutional repository movements.

Open-access repository: Journal articles stored and made available on the internet, permitting any user to read, download, copy, distribute, print, search, or link to the full texts of these articles, crawl them for indexing, pass them as data to software, or use them for any other lawful, non-commercial purpose, without financial, legal or technical barriers other than those inseparable from gaining access to the internet itself.

Scholarly articles: Faculty's scholarly articles are articles that describe the fruits of their research and that they give to the world for the sake of inquiry and knowledge without expectation of payment. Such articles are typically presented in peer-reviewed scholarly journals and conference proceedings.

Staff: Any person who is employed by Jomo Kenyatta University of Agriculture and Technology.

Universal Resource Locator (URL): This is a pointer to a 'resource' on the World Wide Web; a unique address for a file that is accessible on the internet.



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1.0 Introduction

This document describes in detail JKUAT Institutional Repository Policy on materials that can be submitted to and stored in the digital repository, criteria for eligibility to deposit material along with the policy on long term preservation of material and quality control. The policy document also highlights the selection, retention and withdrawal procedures relating to research material held in the JKUAT Digital Repository.

JKUAT's vision, "*A University of Global Excellence in Training, Research and Innovation for Development*" and the mission, "*To offer accessible quality training, research, and innovation in order to produce leaders in the fields of Agriculture, Engineering, Technology, Enterprise Development, Built Environment, Health and other Applied Sciences to suit the needs of a dynamic world*", serve as a foundation for the policy.

The Repository is an initiative of the University library and contributes to the commitment of the university to support research activities. It provides an open access platform to capture, store, index, and distribute globally a wide range of research outputs, including masters and doctoral theses, produced by the university's researchers and postgraduate students. The aim of the Repository is to promote the University's research profile by exposing JKUAT research outputs online. This will assist in increasing citation rates and the impact of JKUAT research.

The repository is a complement to traditional research publishing channels, not a replacement. It provides University researchers and postgraduate students secure, stable and long term storage of their materials in a centralised location.

JKUAT Digital Repository will:

- i. Provide free, searchable access to this output and make possible its long-term archiving and preservation.
- ii. Provide a permanent record of the intellectual output of JKUAT.
- iii. Operate as a non-profit, non-commercial, open access, institution-wide repository with the aim of preserving and disseminating the scholarly output and other selected outputs of the University.

2.0 Benefits of a Repository

Individual Researchers:

The benefits of depositing scholarly works to an open repository are numerous. By contributing research work to a repository, the author will be:

- i. Making research more visible on the web.
- ii. Reaching a wider readership via free access to research.
- iii. Achieving higher citation rates and impact.
- iv. Contributing to open access to research.



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- v. Provided with long-term preservation.
- vi. Given permanent identifiers for each deposited paper (these links will never change and will guide your readers to your research even 20 years down the line).

JKUAT and the Global Community:

At institutional level, the benefits of an institutional repository include:

- i. Showcasing the University's scholarly footprint.
- ii. Increasing the visibility, reputation and prestige of the university.
- iii. Demonstrating the scientific, social and economic relevance of the institution's research activities.
- iv. Enhancing opportunities for communication and collaboration between individual researchers, and research teams; individual creative artists and groups.
- v. Acting as a route for the institution to take part in providing open access to scholarly works.
- vi. Providing long-term preservation to research outputs.
- vii. Acting as an effective marketing tool.

3.0 Open Access Policy Statement

It is a strategic goal of the University *"to invest and engage in productive collaborations with national and international institutions and industry to enhance the University's role in knowledge creation and exchange, for positive impacts on social-cultural, economic and political development"* and also to *"to facilitate dissemination of research results and innovations to target users for application"*, (Strategic Plan, 2009-2012). Jomo Kenyatta University of Agriculture and Technology is committed to disseminating the fruits of its research and scholarship as widely as possible.

On this basis, it is the University's aim that all research output should be deposited, subject to the submission procedure, with JKUAT Institutional Repository in an electronic format in order to provide online open access. Through open access repository, JKUAT will be contributing to a growing international corpus of refereed and other research literature harvested by internet search engines and available through the World Wide Web. In keeping with that commitment, the University adopts the following policy:

- i. Each University member shall grant to JKUAT permission to make available his or her scholarly works and to exercise the copyright in these works. More specifically, each faculty member grants to the University a non-exclusive, irrevocable, worldwide license to exercise any and all rights under copyright relating to each of his or her scholarly works, in any medium, and to authorise others to do the same, provided that these works are not sold for a profit. The policy will apply to all scholarly works authored or co-authored while the person is a member of the University except for any works completed before the adoption of this policy and any works for which the faculty member entered into an incompatible licensing or assignment agreement before the adoption of this policy. The Vice Chancellor or the Vice Chancellor's designate may



waive application of the policy to a particular scholarly work upon written request by the faculty member explaining the need.

- ii. Each Faculty member shall provide an electronic copy of the final version of his/her scholarly work at no charge to the appropriate representative of the Vice Chancellor's Office in an appropriate format (such as PDF) specified by the Vice Chancellor's Office no later than the date of its publication. The Vice Chancellor's Office may make the work available to the public in an open access repository.

The Office of the Vice Chancellor shall be responsible for interpreting this policy, resolving disputes concerning its interpretation and application, and recommending changes to the University from time to time.

4.0 Content Policy

The repository shall accept submissions of the following types of materials:

- i. Journal articles
- ii. Theses and Dissertations.
- iii. Learning Objects (past papers, lecture notes and presentations).
- iv. Conference and Workshop Proceedings.
- v. Books and book chapters.
- vi. Technical reports, commissioned reports, and other un-refereed research outputs.
- vii. Newsletters of significant research groups.
- viii. Other materials produced by academic/research staff and approved by Deputy Vice Chancellor (Research, Production and Extension), Directors of Schools/Deans of Faculties or Heads of Departments.

Any research which includes a confidential report for a sponsor, i.e., company/commercial third party, will not be included, or will have restricted access unless otherwise agreed by the sponsor.

5.0 Submission Policy

5.1 Items shall only be deposited by accredited members of the University, or their delegated agents.

5.2 Authors who are depositors shall only submit their own work for archiving.

5.3 Where an item has multiple authors :

- i. At least one author must be a member of staff or a student of JKUAT, and
- ii. The submitting author shall obtain the permission of the co-authors.

5.4 JKUAT Institutional Repository is not an exclusive repository. Authors may also deposit their work in other repositories as desired or required.

5.5 Deposit of full items will be encouraged at the earliest possible opportunity, but where a depositing author has assigned copyright, the full item will not be made publicly visible until any publishers' or other embargo periods have expired.



5.6 The JKUAT Digital Repository Administrator will only assess items for the eligibility of authors/depositors, relevance to the scope of JKUAT Digital Repository, valid layout and format, correct metadata and the exclusion of spam.

5.7 The validity and authenticity of the content of any submissions is the sole responsibility of the depositing authors.

6.0 Metadata Policy

6.1 The metadata schema used throughout by JKUAT Digital Repository will be principally based on Dublin Core.

6.2 Where necessary, to facilitate the full description of a resource, other elements and element refinement as defined by the Dublin Core Metadata Initiative will be used.

6.3 Anyone may access the metadata free of charge.

6.4 The metadata may be reused in any medium without prior permission for not-for-profit purposes provided the Open Archives Initiative (OAI) identifier or a link to the original metadata record is given, and the repository is mentioned and should be cited as JKUAT Digital Repository.

6.5 The metadata shall not be re-used in any medium for commercial purposes without formal permission.

7.0 Data Policy

7.1 Anyone may access items in the repository for personal research or study, educational, or not-for-profit purposes without prior permission or charge, provided:

- i. The authors, title and full bibliographic details is credited, where available, and,
- ii. A hyperlink and/or Universal Resource Locator (URL) are given for the original metadata page, and the content is not changed in any way.

7.2 Full items shall not be sold commercially in any format or medium without formal permission of the copyright holders.

7.3 All users will be expected to use materials in the repository within the copyright limits. JKUAT library will therefore not be liable for any copyright violation arising from use of items in the repository.

7.4 Some full items are individually tagged with different rights permissions and conditions.

7.5 In most cases, the repository is **not** a publisher. It is merely an online archive.

8.0 Selection, Retention, Replacement and Withdrawal

8.1 Selection and Retention

8.1.1 Items produced as a result of research activity at JKUAT and deposited by an eligible depositor will be accepted and retained indefinitely in the JKUAT Digital Repository unless:



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- i. The item infringes on copyright or other rights.
- ii. The item is proven to include falsified research.
- iii. The item fails to meet legal requirements.
- iv. The item is in a format which cannot be stored or displayed satisfactorily.

8.1.2 If a depositor leaves the employment at JKUAT, their items shall be retained in the JKUAT Digital Repository.

8.2 Replacement

8.2.1 A depositor may request that an item be replaced by another version if:

- i. An error is discovered in the content, or,
- ii. A published version of the item becomes available and needs to replace the unpublished version on the repository.

8.2.2 The replacement item may use the same record as the original.

8.3 Withdrawal

8.3.1 Items will only be deleted from JKUAT Digital Repository if there are legal or University Intellectual Property Rights issues or other exceptional circumstances. Items may be withdrawn from open access if necessary and placed in a closed access archive.

- i. Records of items will only be withdrawn from view for reasons such as their being found to violate the legal rights of a third party.
- ii. JKUAT Digital Repository shall retain the right to remove the work(s) for professional or administrative reasons.

8.3.2 Items removed from view will be traced (but to avoid loss of the historical record) in the form of a note in the <Description. Provenance> field of the Dublin Core record. The content of the note should be one of the following:

- i. Removed from view at request of the author.
- ii. Removed from view at the University's discretion.
- iii. Removed from view by legal order.

8.3.3 Acceptable reasons for withdrawal include:

- i. Proven copyright violation or plagiarism.
- ii. Legal requirements and proven violations.
- iii. National security.
- iv. Falsified research.

8.3.4 A metadata record(s) indicating the work(s) was/were stored in the repository will remain in perpetuity.

8.3.5 The depositor may request the work(s) is/are removed at any point in the future and can request that their own items are withdrawn from open access view in JKUAT Digital Repository and stored as a closed access item. The final decision remains at the discretion of the University.



9.0 Intellectual Property/Copyright

- 9.1 JKUAT Digital Repository respects the author's/creator's copyright for the deposited contents and will at all times adhere to the Copyright Law. If the Repository receives proof of copyright violation, the relevant item will be removed immediately. Furthermore, JKUAT Digital Repository is guided by JKUAT Intellectual Property Policy (**JKU/2/5/010**).
- 9.2 All depositors will be required to agree to a non-exclusive JKUAT Digital Repository deposit agreement (**Appendix I**) in order to give permission for their work to be held in JKUAT Digital Repository, to provide for the distribution of their work, and to allow ongoing preservation of both their work and/or the related metadata.
- 9.3 Every time scholarly work is accessed online via JKUAT Digital Repository, the end user agrees to respect the original copyright of the work, which a depositor has granted access to.
- 9.4 Where JKUAT, student or member of staff owns the copyright to the work placed in the JKUAT Digital Repository, the Creative Commons end-user license will be applied. The Creative Commons license may be viewed at <http://creativecommons.org/licenses/by-nc-nd/2.0/uk/>.
- 9.5 Where research is generated as a result of collaboration between multiple authors, JKUAT Digital Repository will accept an author undertaking on behalf of his/her co-authors provided the author has the co-authors' authority to enter into the agreement on their behalf. Should there be an objection raised, the material in question will be withdrawn subject to further investigation of the complaint.

10.0 Quality Control

As the materials in JKUAT Digital Repository will have a bearing on the reputation of the University, all submissions will be subject to the following quality control criteria:

- 10.1 The Repository staff will review and assess all submissions before making them available via JKUAT Digital Repository for:
 - i. Eligibility of the depositor/author.
 - ii. Valid metadata.
- 10.2 The validity and authenticity of the submission (full text or equivalent) is the responsibility of the depositor.
- 10.3 Any submissions not meeting the submission criteria will be returned to the depositor together with reasons for refusal.



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11.0 Preservation Policy

- 11.1 Items will be retained within JKUAT Digital repository indefinitely.
- 11.2 JKUAT will endeavour to provide continued readability and accessibility of all items deposited in the Digital Repository.
- 11.3 Withdrawn items are not deleted *per se*, but are removed from public view and their identifiers/URLs are retained indefinitely.
- 11.4 URLs will continue to point to “tombstone” citations, to avoid broken links and to retain item histories.
- 11.5 In the event of JKUAT Digital Repository being closed down, Jomo Kenyatta University of Agriculture and Technology will make all reasonable endeavors’ to transfer the database to another appropriate archive subject to approval by the University Senate.

12.0 Compliance and Monitoring

The success of this policy depends on commitment of the university to implement and actualize it. In this regard, the University Management has an obligation and responsibility to establish the supporting structures to ensure the implementation of the policy.

The **University Library** shall manage the repository and will be responsible for:

- i. Verifying online submissions, validating and enhancing associated metadata and ensuring research outputs are accurately displayed online.
- ii. Organizing copyright clearances to facilitate open access to research outputs wherever possible.
- iii. Initiating and maintaining internet harvesting protocols for the university’s research and scholarly output.

The Institutional Repository activities will be coordinated by an IR administrator, who will carry out the day to day functions of the repository. The Vice Chancellor shall appoint a repository committee to help and oversee the implementation of the repository.

The deans of faculties and directors of schools, institutes and the Board of Postgraduate Studies will be responsible for ensuring that academic staff and students are aware of their obligations to submit their scholarly and research outputs to JKUAT digital repository to aid the University in exposing its research to the wider global community and thereby enhancing its visibility.

The ICT Directorate will be responsible for the data interchange and the maintenance of the systems and supporting infrastructure.

13.0 Policy Review

In keeping with the dynamic nature of information communication in the scholarly environment, the university management shall facilitate the review of this policy from time to time, but not later than five (5) years from the review of this policy. This shall ensure that it remains relevant and addresses the needs of the university community.



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14.0 Disclaimer

JKUAT Digital Repository is an online archive not a publisher. The repository administration checks all submissions for format, authors' eligibility and adherence to the repository content policy. Depositors must agree to the JKUAT Deposit Agreement. Neither Jomo Kenyatta University of Agriculture and Technology nor the repository guarantees or warrants any statements contained within items in the repository. Additionally, neither party will accept any responsibility or liability for any possible mistakes contained therein.



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Appendix I

Deposit Agreement

The Jomo Kenyatta University of Agriculture and Technology's institutional repository supports the long-term preservation of, and free access to research materials produced by members of the University. To undertake this role, the repository staff needs permission to store, copy and manipulate the materials in order to ensure that it can be preserved and made available in the future. This Deposit Agreement is designed to give JKUAT Digital Repository administrators the right to do this and to confirm that the depositor has the right to submit the material to the repository. The Agreement is non-exclusive, and the depositor does not give away any of their rights to JKUAT Digital Repository.

By agreeing with and accepting this license, I/we _____ (the author/(s), copyright owner or nominated agent) agree to the conditions as stated below, for the deposit of the item (Title: _____), (also referred to as the Work) in the institutional repository maintained by JKUAT, or any other repository authorized for use by JKUAT.

By depositing my/our work in JKUAT Institutional Repository I/we agree to the following:

- i. That I am/we are free to publish this work in its present or future versions elsewhere.
- ii. I/we confirm that:
 - a. I am/we are the copyright owner(s) and/or have the right to make this agreement with you.
 - b. The work is original and to the best of my/our knowledge does not infringe anyone's copyright.
 - c. The work does not violate or infringe any intellectual property law.
- iii. I/we agree to:
 - a. Add the work to the repository so that it is freely available online for the lifetime of the repository.
 - b. Convert the work as necessary to ensure that it can be read by computer systems in the future.



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- iv. That removal of the item can only be made after discussion with the repository administrators.

I/we understand that JKUAT Institutional Repository:

- i. May distribute copies of the work (including the abstract) worldwide, in electronic format via any medium for the lifetime of the repository for the purpose of open access.
- ii. May electronically store, convert or copy the work to any medium or format for the purpose of future preservation and accessibility.
- iii. May incorporate metadata or documentation into public access catalogues for the work.
- iv. Shall retain the right to remove the work for professional or administrative reasons, or if it is found to violate the legal rights of any party.
- v. Shall not be under obligation to take legal action on behalf of the depositor or other rights holders in the event of infringement of intellectual property rights or any other right in the material deposited.
- vi. Shall not be under obligation to reproduce, transmit, or display the work in the same format or software as that in which it was originally deposited.

Additionally, I/we also understand that if, as a result of my/our having knowingly or recklessly given a false statement and the University suffers loss, I/we will make good that loss and indemnify JKUAT for all actions, suits, proceedings, claims, demands and costs occasioned by the University in consequence of my/our false statement.

While every care will be taken to preserve the physical integrity of the work, JKUAT shall incur no liability, either expressed or implicit, for the work or for loss of or damage to any of the work or associated data.

Depositor's Declaration:

I/ We _____ (the author(s) hereby grant to JKUAT Digital Repository (Jomo Kenyatta University of Agriculture and Technology) a non-exclusive license on the terms outlined. I declare that:

- i. I am/we are the owner(s) of the copyright for the whole work (including content & layout), or am duly authorized by the owner(s) or other holder of these rights and I am competent to grant under this agreement, a license to hold and disseminate copies of the material.
- ii. The work is not and shall be in no way a violation or infringement of any copyright, trademark, patent, or other rights whatsoever of any person.
- iii. That if the work has been commissioned, sponsored or supported by any organization, I/we declare that I/we have fulfilled all of the obligations required by such contract or agreement.

Name:

Faculty/School/Department:

Sign:

Date:

Signed:

Date:

(University Librarian)



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Appendix II

File Formats

The following file types and formats will be considered for acceptance:

- i. Adobe® PDF (.pdf)
- ii. Audio and video file formats (.aiff, .aif, .aifc, .tiff, .jpeg, .gif)
- iii. Microsoft Office Excel® (.xls)
- iv. Machine-Readable Catalogue Records - MARC
- v. Microsoft Office Excel® (.xls)
- vi. Microsoft Office Powerpoint® (.ppt)
- vii. Microsoft Office Word® (.doc, .docx)
- viii. Moving Picture Experts Group (.mpeg, .mpg)
- ix. Text file Formats (HTML, TXT (text), DAT (data: ASCII data), RTF (rich text format), and XML).

Only digital items will be accepted. In exceptional circumstances printed formats will be accepted for subsequent digitization by JKUAT Digital Repository. Files may be converted to more common /current formats by JKUAT repository staff for compatibility.



Appendix III

Systems Requirements

For implementation of Institutional Repository, there is need for proper technical infrastructure and other requirements, some of which are already in place. As JKUAT has an adequate network facility with sufficient devices like cables, bridges, hubs, switches, routers and internet protocol ranges; however, the following facilities will be needed for implementation.

Requirements	Description	Cost
<i>Hardware system</i>	<ul style="list-style-type: none"> • Two dedicated servers, one for production and another for backup. Servers must have the highest and latest configuration – higher processor. It must have high-configured primary memory, high cache memory. RAM capacity should be adequate to store graphic data. • One high-speed face-up book scanner with Optical character Recognition (OCR) software to digitize print documents. • MPEG card to convert video-recorded documents into digital form 	<p>Ksh. 1.2M</p> <p>Ksh. 1.0M</p>
<i>Software systems</i>	<ul style="list-style-type: none"> • D-Space (latest stable version preferred) <ul style="list-style-type: none"> ○ Java 1.5.0 ○ Apache Ant 1.7.0 ○ Tomcat ○ PostgreSQL • Operating Systems (Windows 2003 Servers/Linux Server • PDF maker software (i.e. Acrobat Writer) to convert documents or images to Adobe PDF <p>These software packages need to be installed. D-Space has in-build features for customization and administration.</p>	Open Source Software
<i>Annual Operations and Maintenance</i>	<ul style="list-style-type: none"> • Installation and customization • Upgrades and migration • Advocacy , user support and training • Digitization and preservation processes • Staff training and skills development 	Ksh. 0.8 M
<i>Human Resources</i>	<p>For a full-fledged implementation of the Institutional Digital Repository the following will be required:</p> <ul style="list-style-type: none"> • One IR Administrator/Systems Librarian • One systems administrator • Two staff – possessing some additional skills sets 	



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	<p>needed for different activities such as uploading of files, scanning, digitization and other activities involved with D-Space.</p> <ul style="list-style-type: none"> • One Staff from ICT department, who shall be dedicated to IR project full time for technological support. <p>NB: In order to maintain quality systems and services, continuous skills development for every staff member in the team is critical. Attending of workshops, seminars and tutorials shall help the team to apply new strategies and modern methods for collection, preserving and retrieval of digital resources.</p>	
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<p>PREPARED BY:</p> <p>LIBRARY SUB-COMMITTEE ON IR</p> <p>CHAIRMAN:</p> <p>SIGNATURE</p> <p>DATE.</p>	<p>APPROVED BY:</p> <p>DVC (AA)</p> <p style="text-align: center;">(CHAIRMAN, LIBRARY COMMITTEE)</p> <p>SIGNATURE:</p> <p>DATE:</p>
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