
Write That Down!

The Importance of Internal
Documentation During Project
Development

Brief Background

- Ohio Northern University
 - Small private university
 - 2,855 FTE (Fall 2019)
- Two libraries on campus
 - Heterick Memorial Library
 - Taggart Law Library
- Launched institutional repository in October 2018
 - DigitalCommons@ONU



The Need for Documentation

- Repository was completely new endeavour
 - Both for university and new librarian
 - Documentation available from vendor, but scattered
 - Only one repository admin for entire university
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Initial Documentation

- Began as meeting and discussion notes
 - Conference calls with bepress
 - University stakeholder and library meetings
 - Bepress links
 - Compiled with design documents, ideas, and general concerns
 - Evolved into a developmental roadmap
 - Used to help guide through design process
 - Provided an outline of how future of repository would look
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Birth of a Knowledge Base

- Need for internal tutorials on repository processes prompted development
 - Internal library workshop
 - Document with tutorials created based on feedback
 - Existing documentation added to a Google Drive folder for all librarians to access
 - Folder slowly growing unwieldy over time
 - Library GD already used as dumping ground for docs
 - Information getting lost amongst the clutter
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Evolution of a Manual

- Existing notes and documentation compiled into single Google Doc
 - Original intent was not to create a manual
 - Provided answers to commonly asked questions
 - Realized that other information could fit in as well
 - Gradually added other materials and information from GD folder to Doc
 - Refined into a more cohesive narrative once enough information was added
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The DC@ONU Manual

- [Copy of DC@ONU Manual \(10/10/19\)](#)
 - Referred to as a living document
 - Constantly under development
 - Will constantly be in use
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Importance of Documentation

- Preservation and growth of institutional knowledge
 - Historical context
 - Provides narrative of events over course of repository development
 - Provides foundation for future developments
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Future Development

- Complete additional sections of manual
 - Finish “Collection Development” section
 - Refine and add original roadmap
 - Add resource to new library intranet (once made)
 - Continue concurrent growth of document with growth of repository
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Questions?

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