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
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
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
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
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
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
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
Questions?

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