

Abby Clobridge. *Building a Digital Repository Program with Limited Resources*. Oxford: Chandos Publishing, 2010. 239p. Figures, appendices, bibliography, and index. \$85 (print); \$85 (ebook); \$170 (print & ebook).

Intended for a broad audience spanning on-the-ground practitioners as well as library administrators, *Building a Digital Repository Program with Limited Resources* provides a strong starting place for getting a digital repository program off the ground, including institutional repositories and repositories of digital special collections. For institutions that already have a program established, this book is intended to aid in the ongoing assessment and re-tooling of an existing program. Published in 2010, it still provides a useful roadmap for smaller to mid-sized institutions that are implementing or evaluating a digital repository program in 2014.

The book's central principle holds that program development encompasses a broader range of activities than simply technical implementation. Drawing on her experience at Bucknell University and the Harvard Kennedy School of Government, Clobridge recognizes that building a repository is not just about software, file formats, and metadata; building a repository is also about defining an audience, identifying partners, and marketing collections. Moreover, each of these activities must be conducted with a strong awareness of institutional context.

Part One provides an overview of how to launch a digital repository program, including chapters on strategic planning, technical environments, and staffing roles. Extremely helpful sample documents in the chapter on strategic planning include:

- spreadsheets designed to audit internal resources of staffing, hardware, and software;
- needs assessment worksheets;
- repository mission and vision documents; and
- worksheets for relating university-wide strategic planning goals to repository action items.

The chapter on staffing includes sample position descriptions for full-time repository personnel as well as learning objectives for interns. Geared toward building institutional consensus and clarifying needs and goals, these sample documents enable new repository coordinators to hit the ground running.

Part Two shifts its focus from launching a new digital repository program to sustaining one that has already been established. Chapter topics include metadata, project management, acquiring and marketing content, open access, long-term sustainability, assessment, and incorporating Web 2.0 elements. After a brief overview of metadata in general, the chapter on metadata emphasizes decision-making (e.g. questions to ask when selecting a metadata standard) and documentation (e.g. defining a data dictionary for the repository or for a collection). The chapter on project development includes a sample digital project proposal form – an extraordinarily helpful exercise for digital projects proposed by library personnel as well as those proposed by faculty and other campus partners. In addition, this chapter emphasizes the importance of batch processes in any production environment and points to Microsoft Excel and command-line processes for optimizing workflows. Like Part One, Part Two focuses on both the nitty-gritty and the

organizational aspects of setting up a digital repository program for success and sustainability.

The book is organized such that it could be read cover to cover or quickly consulted as needed. The chapters often represent discrete stages of planning or implementation, and each chapter includes guiding principles and references for further reading. Clobridge's prose is cogent and concise. The figures often consist of sample documents that vividly illustrate planning activities.

Since 2010, some trends that were not covered in-depth in this book have come to the forefront. Chief among these are research data management and the digital humanities, both of which would now be core considerations of launching or re-tooling a digital repository program for many institutions. Additionally, since 2010, more tools have been added to the digital repository assessment toolkit. These include ISO 16363: Audit and Certification of Trustworthy Digital Repositories and the National Digital Stewardship Association's Levels of Preservation project. Even with these recent developments, Clobridge's *Building a Digital Repository Program with Limited Resources* remains a pragmatic and holistic guide for both wide-angle institutional planning and day-to-day management activities.

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