



FERRIS STATE UNIVERSITY

Ferris State University Archives and Records Management Program FLITE: Ferris Library for Information, Technology and Education

Date: 20 November 2006

To: Dean Richard Cochran
Assistant Dean, Joe Weber
LSO Department Head, Leah Monger

From: Library Faculty

Re: FIR Implementation Team

FIR provides a place to store, provide access to, and preserve digital objects and resources created and used by the Ferris community. This includes administrative documents, research and working papers, faculty-created learning tools (including animations and videos), digitized archival resources, and more. The Ferris Institutional Repository (FIR) has been installed but not yet fully implemented. We hereby propose that the current FIR working group chaired by Melinda McMartin be converted into the FIR Implementation Team. Melinda McMartin would have the authority to add additional members as necessary and organize workflow.

Charges to the team:

- Review current FIR website appearance. Seek input from groups on usability of interface. Update appearance, giving feedback on suggestions and decisions of the team
- Create promotional/marketing materials for FIR. Develop strategies for marketing and provide to liaisons.
- Training for FLITE librarians on FIR. Library faculty will receive training in how to search current collections on the site and enter submissions into existing collections, which will assist them in answering questions about FIR.
- Encourage submission and entry of new FIR collections.
- Decide on a strategy for backup of FIR
- Review feasibility and design procedures for password protected collections.
- Write a report detailing the following: documentation regarding FIR installation, staffing recommendations for future maintenance of the FIR, marketing strategies, backup strategies and potential additional projects.
- Training for librarians will occur by January 24, 2007. Promotional materials will also be available in prototype on that date. A draft of the final report will be made available to the library faculty by February 16, 2007. There will be a two week review period, and the final report will be submitted by March 9, 2007.