APPENDIX

Script of the organizational diagnostic interview with the cataloging-indexers managers and librarians of institutional repositories

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Part A - Characterization of the Institutional Repository (Managers)

1) General Data on the Institutional Repository
1.1 Which Organizational Unit(s) is (are) responsible for managing the Institutional Repository?
1.2 What is your role/place in the Institutional Repository?
1.3 What is your academic background?
1.4 How many professionals work in the management of the Institutional Repository and what is their background?
1.5 How many professionals work specifically in the Institutional Repository's information management, and what is their education?
1.6 How long has the Institutional Repository been in operation? What has been the historical journey in implementing the Institutional Repository?
1.7 Do librarian cataloger-indexers receive continuous training on cataloguing/indexing subjects for their work in the Institutional Repository? If so, of what type?
2) Infrastructure of the Institutional Repository
2.1 Does the Institutional Repository have a policy of operation formalized and disclosed in the context of the university?
2.2 Does the Institutional Repository have a manual/tutorial? If so, is it published?
2.3 What software is used to implement the Institutional Repository?
3) Deposit/submission of information resources in the Institutional Repository
3.1 Is self-archiving/self-storage implemented?
3.2 If yes, who has the responsibility of depositing information resources in the Institutional Repository?
3.3 Does the Institutional Repository offer training for those responsible for the deposit of informational resources?
3.4 Does the Institutional Repository review/control metadata before validating the deposit of informational resources? If so, who performs the revision/control of metadata?

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In your opinion, what action has not yet been carried out by the Institutional Repository could contribute to improving the standardization of representation and recovery?

Other comments and/or suggestions for the survey:

Part B - Characterization of the Institutional Repository (Cataloger-indexer Librarians)

1) Descriptive representation of the information in the Institutional Repository
1.1 Is there any information representation tool for the standardization of the metadata describing the information resources in the Institutional Repository?
1.2 Is there any database adopted for the control of author authorities in the Institutional Repository?
2) Thematic representation of information in the Institutional Repository
2.1 Does the institution have a regulated indexation policy in its professional context?
2.2 Is there a specific indexation policy for the Institutional Repository?
2.3 Is the indexation policy regulated in a document?

2.4 Do you make use of this indexation policy to direct your daily practice in the indexation activity?

2.5 Does the indexation policy in force correspond to your professional needs?

2.6 Is the indexation of information resources in the Institutional Repository carried out from records copied from any catalog or database? If so, which one(s)?

2.7 Is any automatic or semi-automatic aid used during the indexing process to facilitate this activity?

3) Quality of indexing in the Institutional Repository

3.1 Is the level of specificity in the indexing in the Institutional Repository established?

3.2 Is there an indication of the number of terms/subjects per information resource in the Institutional Repository?

3.3 Does the institution follow any national or international standards for indexation in the Institutional Repository?

4) Tools for indexing in the Institutional Repository

4.1 What type of language is used for indexing information resources in the Institutional Repository (controlled/natural language)?

4.2 In the case of controlled language, does the controlled vocabulary/documental language used for indexing satisfactorily meet the needs of this process?

4.3 Does the institution participate in controlled vocabulary compatibility/interoperability projects?

4.4 Is any automatic term/subject validation system used in the Institutional Repository to ensure consistency?

5) Evaluation of the subject indexing in the Institutional Repository

5.1 Does the institution carry out tests or trials for the periodic evaluation of indexation in the Institutional Repository? If so, are there published or public reports of this evaluation?

5.2 Does the institution carry out tests or trials for the evaluation of information retrieval with users in the Institutional Repository? If yes, are there published or public reports of this evaluation?

In your opinion, what action has not yet been carried out by the Institutional Repository could contribute to improving the standardization of representation and recovery?

Other comments and/or suggestions for the survey:

REFERENCE

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