

RUBRIC Toolkit: Frequently Asked Questions (FAQs)

Frequently Asked Questions (FAQs)

For further questions not answered in this section, use the 'Contact Us' button located just above the main heading for each page or send an email to: rubric@usq.edu.au¹

What is the RUBRIC Project?

The RUBRIC Project was funded by DEST to establish and develop institutional repositories in participating universities. The resulting repositories incorporated best practice emerging from other projects funded between 2002 and 2005 included [FRODO](#)² (Federated Repositories of Digital Objects) and [MERRI](#)³ (Managed Environments for Research Repository Infrastructure). The section [About the RUBRIC Project and the Toolkit](#)⁴ provides further information.

What is the RUBRIC Toolkit?

The content of the RUBRIC Toolkit developed organically and collaboratively during the two years of the RUBRIC Project. It captures the investigations, processes and experiences surrounding the implementation of an Institutional Repository (IR) as experienced by the collaboration of the eight Australian and New Zealand Universities participating in the project. The section [About the RUBRIC Project and the Toolkit](#)⁵ provides further information.

Who should use the RUBRIC Toolkit?

Any institutional staff tasked with investigating the implementation of an IR, or staff currently in the process of implementation. The Toolkit reflects the collaborative nature of the RUBRIC Project and provides methodology and processes for the implementation of an IR based on the advice and experience of all the partners. The Toolkit is applicable cross-sectorally and not limited to the Higher Education sector. The section [Potential Repository Functions](#)⁶ provides further information.

How can I find specific information?

A **Search** option (based on “Google Search”) is located in the top right hand corner of the web page and will locate specific information in the Toolkit. Type in your search terms and it will search for and display available information in the Toolkit.

How is the Toolkit organised?

- The Toolkit is arranged in the order of suggested procedures for implementing an IR. The sequence of information should be logical, for example, Potential repository functions need to be considered before a Marketing plan
- Each URL link displays a rectangular icon which gives the reader the option to open the link in a new window. For example, either click on the hyperlink to go to this site or on the rectangular icon to open in a new window: [RUBRIC website](#)⁷
- Throughout the Toolkit, checklists, case studies and best practice solutions are detailed in a concise and user-friendly manner (normally dot points) to help readers easily locate the information they require within the section e.g. the [Planning](#)⁸ section
- The Toolkit includes sample documents contributed by project partners as well as RUBRIC generic templates to assist others implement these for their specific institution
- The Toolkit is intended to be used as an online document, although it can also be printed using the PDF icon displayed in the top right hand corner of each section.

How can I find information on acronyms?

Acronyms are used through the Toolkit. In each case, the acronym is fully explained on the first use and then abbreviated for the rest of the section. The section [Key Terminology](#)⁹ provides a list of the acronyms used throughout the Toolkit.

How can I find more detail on referenced documents and sites?

The section [Further Reading](#)¹⁰ is divided to reflect each section of the Toolkit and contains references, bibliographies and further reading to assist the Toolkit user to broaden their knowledge and understanding of the content included in the Toolkit. When using the pdf version of each section, the full URL address is provided.

Does the Toolkit provide definitive instructions on which software to use?

The Toolkit does not attempt to suggest the best software for an IR, as each institution will have their own specific requirements. Information about software options are available in the [Systems Options](#)¹¹ section of the Toolkit as well as the [Technical Reports](#)¹² section of the RUBRIC Project website.

Can I find information on other repositories or toolkits?

The RUBRIC Toolkit primarily contains information collated from RUBRIC Project Managers experiences which is set in an Australian/New Zealand context. Links to other Toolkits and websites have been included in the [Conclusion](#)¹³ section so that the reader can draw on a broader range of experience in their own implementation.

Who can I contact for more information?

A 'Contact Us' button is located just above the main heading for each page. Or send an email to: rubric@usq.edu.au¹⁴

“RUBRIC Toolkit: FAQs” produced October 2007



15

Copyright¹⁶ 2007 **RUBRIC**¹⁷

- 1 <mailto:rubric@usq.edu.au>
- 2 http://www.dest.gov.au/sectors/research_sector/policies_issues_reviews/key_issues/australian_research_information_infrastructure_committee/ariic_projects.htm
- 3 http://www.dest.gov.au/sectors/research_sector/policies_issues_reviews/key_issues/australian_research_information_infrastructure_committee/ariic_projects.htm#2005_Managed_Environment_for_Research_Repository_Infrastructure_%28MERRI%29_Projects
- 4 http://www.rubric.edu.au/packages/RUBRIC_Toolkit/docs/About.htm
- 5 http://www.rubric.edu.au/packages/RUBRIC_Toolkit/docs/About.htm
- 6 http://www.rubric.edu.au/packages/RUBRIC_Toolkit/docs/Potential_Rep_Functions.htm
- 7 <http://www.rubric.edu.au/>
- 8 http://www.rubric.edu.au/packages/RUBRIC_Toolkit/docs/Planning.htm
- 9 http://www.rubric.edu.au/packages/RUBRIC_Toolkit/docs/Key%20Terminology.htm
- 10 http://www.rubric.edu.au/packages/RUBRIC_Toolkit/docs/Further%20Reading.htm
- 11 http://rubric.edu.au/packages/RUBRIC_Toolkit/docs/System_Options.htm
- 12 <http://www.rubric.edu.au/techreports/index.htm>
- 13 http://www.rubric.edu.au/packages/RUBRIC_Toolkit/docs/Conclusion.htm
- 14 <mailto:rubric@usq.edu.au>
- 15 <http://creativecommons.org/licenses/by-sa/2.5/au/>
- 16 <http://creativecommons.org/licenses/by-sa/2.5/au/>
- 17 <http://www.rubric.edu.au/>