Planning to use DRS

The Harvard Library Digital Repository Service (DRS) is available to any Harvard-affiliated organization. Planning for use of DRS takes 3-4 months. Both new participants and returning participants will need to prepare as noted below. Questions about DRS participation should be directed to the LTS Support Team.

If you are a returning participant:

1. Review the DRS Policy Guide to understand the types of digital materials accepted for deposit, the responsibilities of the DRS, and the rights and responsibilities of collection managers.
2. For assistance with a new project, please contact the LTS Support Team.
3. An LTS systems librarian will contact you with next steps, and arrange an introductory meeting if necessary.
4. Explore intellectual property rights and other legal issues that may affect DRS eligibility of the material.
5. If the material is eligible for DRS, work with LTS to come up with requirements for DRS storage, access, delivery (if applicable), description and discovery.
6. Start the DRS registration process
   a. Request a DRS Billing Code for your project.
   b. If you plan to use DRS batch deposit, request WebAdmin authorization for your depositing agent.
   c. If you are planning to become a new DRS depositor yourself please read about becoming a new DRS depositor as more registration steps are required.
   If you plan to use the DRS Web Admin interface to deposit and/or to manage your objects and billing codes after deposit, request WebAdmin authorization for staff as appropriate.

   Web Admin authorization for post-deposit activities can be requested at any time, when you are ready. Read more about DRS Web Admin.
   d. If applicable, request a new Name Resolution Service (NRS) authority path for your digital objects.

If you are a new participant:

1. Review the DRS Policy Guide to understand the types of digital materials accepted for deposit, the responsibilities of the DRS, and the rights and responsibilities of object owners.
2. Contact the LTS Support Team about your intent to become a new DRS digital object owner and request an introductory meeting.
3. An LTS systems librarian will contact you with next steps, and arrange an introductory meeting.
4. Explore intellectual property rights and other legal issues that may affect DRS eligibility of the material.
5. If the material is eligible for DRS, work with LTS to come up with requirements for DRS storage, access, delivery (if applicable), description and discovery.
6. Start the DRS Registration Process
   a. Register as a DRS Digital Object Owner.
   b. Request a DRS Billing Code for your first project (you can also do this as part of owner registration in step a).
   c. If you plan to use DRS batch deposit, request WebAdmin authorization for your depositing agent.
   d. If you are planning to become a new DRS depositor yourself please read about becoming a new DRS depositor as more registration steps are required.
   e. If you plan to use the DRS Web Admin interface to deposit and/or to manage your objects and billing codes after deposit, request WebAdmin authorization for staff as appropriate.

   Web Admin authorization for post-deposit activities can be requested at any time, when you are ready. Read more about DRS Web Admin.
   f. DRS Webadmin is a staff only system. Student accounts are not permitted. Requests for data must be mediated by staff.

   Register to use the Name Resolution Service if your digital objects stored in DRS will be "named".
7. Consider access restrictions for your objects. The Access Management System (AMS) currently supports giving objects stored in DRS
   a. No public access
   b. Restricted to Harvard community
   c. Public access