The process of establishing an institutional repository is, from a technical standpoint, relatively simple.

If institutions prefer to install and manage their own local repositories, initial installation costs are not high. There are several free applications for the creation and management of institutional repositories (the most used are DSpace, Eprints and Fedora), which support the vast majority of presently existing repositories around the world (including those housed in SARI, based on the DSpace).

The hardware requirements for repositories are not very demanding. " It is likely that many institutions already have on their infrastructure the hardware needed for the institutional repository. If you need to purchase hardware to install the new service, depending on the size and characteristics of institutions and level of reliability / availability wishing, an investment of € 5,000.00 to € 15,000.00 will be enough for the first three years.

Operating costs will be almost exclusively on human resources. Again depending on the size and complexity of the institution and its repository, management and maintenance (monitoring, backups, installing new versions, etc..) Technical platform will require the equivalent of about 10% to 30% of work time a computer specialist.

All of the remaining tasks related to the operation of the repository (user support, verification and validation of metadata, any deposit on behalf of authors, etc.. (which exist even if the repository is housed in the SARI) is highly variable, not only in the size of the organization, but rather the policies and the type of service that institutions adopt. Risking one estimate, at most institutions all the tasks related to the repository will range from the equivalent of 1-3 full-time staff. In some cases, at least a part of this work could be accommodated in work teams (including libraries) already exist.

Other aspects to consider in creating a repository are metadata elements that should serve to describe the features. These should be in agreement with some international guidelines to be able to integrate other national projects such as the RCAAP project, and international as the Driver and OpenAIRE.

It is also necessary to define the self-archiving workflows, validation, metadata editing, etc.. allowing a balanced management of the repository content. The workflows are flexible and can be changed at any time.

For the promotion of your repository, you must develop a communication plan at your institution. We offer a model of communication plan that can serve as a basis for their work [link] . Besides disseminating online and through print media, it is very important to conduct workshops and briefing sessions with the communities (departments and centers) to mark its presence with the nearest target audience.