The management of a repository requires all the usual knowledge in the management of electronic services, but will require specific skills related to the type of information and its integration into institutions.

The importance the institution attaches to the repository is essential to define the best strategies and management options.

It is important to spread the service with the user community that contribute to populate the repository. This community should have information regarding the use of the repository, both in technical terms, such as to the legal implications of such use.

The training combined with good communication are an essential basis to increase the number of depositors and, potentially, records, and the users.

To increase the traffic at the repository its important to integrate with other aggregators, such as Portal RCAAP. Always confirm that the document is downloaded directly from the repository.

It is important to register the repository in international directories to publicize his existence and allow integration in future projects.

From the standpoint of operational management of the repository, it is important to define a repository structure (communities, sub-communities and collections) that are easily identified by depositors and that conforms with how to manage users and their permissions deposit.

The structure corresponds to a repository, in most cases, the structure of this institution, but it is possible to adopt a different structure, in particular subject areas. In terms of collections of communities, it is usual to adopt a framework of types of documents so that they can obtain quickly for reporting indicators of scientific activity.

User management should be performed whenever possible by groups rather than at the individual user. For example, create a group of depositors to the collection "A" instead of associating it with the user "X". This allows the user if "X" no longer has permissions, just change only once in the group of depositors, instead of replacing the user "X" in each place where you have permissions. See the [training modules](#) for more information.

Taking into account the specific aspects related to the management of repositories, the project RCAAP provides a set of information supporting the use of the DSpace platform through the [F AQ's](#)
,
[self-training modules](#)
, and
[supporting documentation](#)
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