

## **ABSTRACT**

Increased cost of research papers such as journals and conference papers has seen the development of open access; which has led to use of institutional repositories to enable free access of research papers and other intellectual literature. The aim of this study was to establish the requirements to successfully set up an institutional repository at Riara University and facilitate its development. Objectives of the study were to: determine the perception of institutional repositories, identify research material that can be stored in the Riara University institutional repository, identify infrastructure required to set up an institutional repository at Riara University, describe quality measure to be used in the Riara University institutional repository and to identify the open source software to be used at the Riara University library. The study analysed data collected both qualitatively and quantitatively where the target population was 70 respondents who comprised of academic staff, library staff and IT staff. The study used interviews and observation to collect data. The researcher interviewed the academic staff, library staff and IT staff. Data collected was analysed both qualitatively and quantitatively. Qualitative data was presented in summary, prose and by precise discussion while quantitative data was presented using percentages, pie charts and bar-graphs. The study established that there was general understanding and support for institutional repositories and Riara University already had in place requirements to ensure set up and develop the institutional repository thus the study recommends that Riara University should have an institutional repository installed, set up and running. The study also recommends further research on open access publishing by researchers and impact of citation analysis in research work available and accessible from institutional repositories.