

## Abstract (EN)

The presented dissertation thesis “Strategy, design, management and administration of large Digital Repositories (Libraries) and Archives”, as the very name of it reveals, provides an overview of the standard and most common techniques, strategies in the design and management of digital libraries, repositories or archives from a librarianship’s and information science’s point of view.

The theoretical part presents with basic knowledge of this complex issue and various types of models, from the reference, object and process models to the functional ones. They represent the future and wanted state and stand for an abstract model of a real system. Therefore, this thesis deals with the two most important models, the ISO standard 14721:2003 Open Archival Information System and de facto standard DELOS Reference Model of Digital Libraries, which represent part of the design processes and strategic approaches to digital libraries, repositories and archives.

In the design phase, it is necessary to come up with a good data model, data plan and respect the rules of information architecture, including knowledge management with Knowledge Organization Systems (KOS) and to a large extent influence the final form of the user interface, which should be sufficiently friendly, clear and it should be easy to work with.

This should lead to trusted repositories and archives as well as being able to understand the digital data life cycle, while using available open source or commercial systems for the management and administration of digital libraries, repositories and archives. Only the trusted systems can secure ongoing access and long-term preservation of their digital assets. The sufficient evidence of trust can be taken from audit processes and subsequent certification, which complete (but not necessarily finish) works on the design and administration of digital libraries, repositories and archives.

The practical part of the thesis takes the form of Best Practices and describes 10 basic points for a quick reference in the field. It is typical for practices to be to the point and closely focused on real issues. Therefore they are based on surveys and interviews with representatives of several large Czech repositories. Its aim is to provide a non-technical management in particular employees and library and information professionals of mainly digital repositories and archives with key instructions for their future or current information system.