CORETRUSTSEAL CERTIFICATION

OF AN INSTITUTIONAL DIGITAL REPOSITORY: THE CASE OF THE REPOSITORY OF THE FACULTY OF SCIENCE UNIVERSITY OF ZAGREB

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01 Introduction

Digital repositories are a key infrastructure for the preservation and dissemination of research and educational outputs. ***CoreTrustSeal certification*** is an internationally recognized framework for **assessing the trustworthiness of digital repositories.**

It is based on 16 requirements covering organizational, managerial, and technical aspects of repository operations. Certification demonstrates compliance with CoreTrustSeal Requirements and contributes to the long-term sustainability of repositories.

02 Objective

To present the CoreTrustSeal certification process using the Repository of the Faculty of Science as a case study, highlighting the key stages, major challenges, and the impact of certification on improving repository practices.

To share practical experience that may assist other institutions in preparing for the certification process.

03 Certification process

1. **UNDERSTANDING THE REQUIREMENTS**
   Analysis of the 16 CoreTrustSeal Requirements and assessment of the repository's initial level of compliance.
2. **SELF-ASSESSMENT**
   Documentation of repository practices and collection of evidence demonstrating compliance with the CoreTrustSeal Requirements.
3. **APPLICATION SUBMISSION**
   Submission of the self-assessment together with the supporting documentation.
4. **EVALUATION**
   Review of the application by international reviewers, including requests for additional information and clarification.
5. **REVISIONS**
   Iterative revision of the documentation and responses to reviewers' comments.
6. **CERTIFICATION AWARDED**
   Successful completion of the evaluation process and award of the CoreTrustSeal certificate.

04 Challenges and solutions

Undocumented practices	→ **Formalised procedures and workflows**
Evidence scattered across sources	→ **Structured and linked evidence**
Institutional vs infrastructure responsibilities	→ **Clear division of roles**
Croatian-language documentation	→ **English summaries for reviewers**

CERTIFICATION PROCESS OVERVIEW

≈2 YEARS
CERTIFICATION PROCESS
from initial application to certification

16
REQUIREMENTS
organisational, digital and technical requirements

MULTIPLE
REVIEW ROUNDS
requiring revisions, clarifications and additional evidence

Impact of certification

Certification confirms trustworthiness
Clearer roles and responsibilities
Formalised repository procedures
More systematic documentation

Lessons learned

Document repository practices systematically
Define roles and responsibilities clearly
Organise and link evidence consistently
Provide key documentation in English