

Welcome Advisory Board Members!

We are excited to welcome each of you to the Digital POWRR project team and are happy to have you as a member of our Advisory Board. Digital POWRR stands for *Preserving digital Objects With Restricted Resources*. Your role as an Advisor in this project is to provide guidance and direction to the Project Team. You have been selected because of your knowledge and extensive experience within the area of digital preservation. We are looking to each of you to share your expertise with us, answer our many questions, help us in selecting appropriate digital preservation tools to test, point out the gaps in our processes, and bring to our attention things we may not have considered yet. We also would like your input on the structure and delivery of our final report to the Institute of Museum and Library Services. As you can see, yours is a very important role in guiding this project to success!

We have a couple of busy days coming up, so we want you to have all the information necessary to ensure things flow as smoothly as possible. This packet includes:

Travel & Expense Information (Page 2)

Important Contact Information (Page 3)

Meeting Details & Agendas (Page 4)

Preparatory Reading

- The 3 page project narrative submitted to the IMLS (*Page 7*)
- Biographies of the various institutions partnered in this project (*Page 9*)
- Digital Preservation Self-Assessments of some of the institutions (Thank you to Liz and the NEDCC!) (*Page 12*)
- The project's working list of digital preservation technologies and services that may need consideration for this project. We are assuming that this list is in no way complete and contains technologies that are not necessarily appropriate for our purpose. We simply wanted a dumping place for everything that is out there for the team (especially you!) to add to, sift through, and make final selections from during our meeting. Please see the agenda for more information. (*Page 20*)

If you would like more information on this project and what we have accomplished thus far, I encourage you to visit our website at <http://digitalpowrr.niu.edu/>. You will also find a link to our wiki there that has all of our working documents, project timeline draft, this welcome packet, etc.

Again, welcome to our team and thank you for agreeing to guide us through this project. We look forward to becoming better acquainted with you, learning from you, and sharing in the success of the Digital POWRR project!

Kind Regards,

Jaime Schumacher
Digital POWRR Project Director

Travel & Expense Information

If You Are Driving to the Meeting....

Your mileage and tolls must be reported to Jaime in writing either via email or regular mail.

Mileage is reimbursed at the IRS rate of \$.55 per mile (which also covers the cost of gasoline).

Parking is included with your hotel room.

When arriving at the Visitor Parking Lot on Thursday morning, please inform the attendant that you are with the Digital POWRR project and will be staying overnight in the hotel. You **SHOULD NOT** be asked to pay the \$5 parking fee.

Maps and directions can be found at <http://www.hsc.niu.edu/hsc/maps/index.shtml>

If You Are Flying....

We have arranged for a Limo service to pick you up at the airport and drive you to the hotel in Dekalb. The Limo service has been given your names, flight information, and cell phone numbers. *The limo has been prepaid, including gratuity.*

Steve, Amy, and Liz: Your flights arrive within a few minutes of each other. Steve is on United 6069 arriving at 7:37pm. Amy is on American 857 arriving at 7:40pm. Liz, you can head to either the American or United baggage claim area around that time. Once each of you have arrived in the baggage claim area and have claimed your luggage (if necessary), please call the limo company at **800.960.7201**. You do not need to worry about meeting up with each other...the limo will pick each of you up at whatever door you are located nearest.

Martin: Once you have arrived in the baggage claim area and have claimed your luggage (if necessary), please call the limo company at **800.960.7201**.

For Everyone:

We have arranged for the Limo to pick up everyone from our meeting location at 3:15pm on Friday afternoon. This will allow ample time for your travel back to O'Hare. *Again, the limo has been prepaid, including gratuity.*

Hotel

You will be staying at the Hotel within the Holmes Student Center on the campus of Northern Illinois University. This is the same building where our meetings will be held.

The hotel has been prepaid for you, expensed directly to the grant. The reservations are in your names. However, you must pay for any incidentals charged to your room separately. Please do not hesitate to call Jaime's mobile at any time if you encounter any difficulties.

Check in starts at 4:00pm. Check out time is 11am on Friday. We will have a secure storage area attached to the conference room that you may utilize for storing your luggage.

Meals

Breakfast, Lunch, and Snacks are provided in our conference room each day. All dinners are on your own, but please save your *original* and *itemized* receipts to be reimbursed.

As per State of Illinois restrictions:

No alcohol purchases can be reimbursed.

Original, ITEMIZED receipts MUST be provided

Your dinner expenses cannot exceed **\$21**.

Receiving Expense Reimbursements

You will need to mail your dinner receipts and/or mileage information to me at:

Jaime Schumacher

University Libraries

Northern Illinois University

Dekalb, IL 60115

Please indicate what address you would like to have your expense check mailed to.

Expense checks can take several weeks to process...I appreciate your patience.

Receiving Your Honoraria Payment

Each Advisor will be receiving an honorarium of \$1500 for their services during this project. You will receive a check for half of the amount following our first meeting and the remainder at our final meeting. You will need to fill out and sign a couple of forms while you are here on campus so that I may begin this process.

Important Contact Information

Jaime Schumacher Mobile: 815.212.1225

Limo Service: 800.960.7201

Lynne Thomas (co-Principal Investigator) Mobile: 815.508.8373

Drew VandeCreek (co-Principal Investigator) Mobile: 815.751.8474

Holmes Student Center Hotel: 815.753.5099

Meeting Details & Agenda

Our meetings will be held in the University Suite on the 2nd floor of the Holmes Student Center. Beverages and snacks will be available to you within our conference room throughout the day. Breakfast will be provided in the conference room at 8:30am each morning and lunch will be at Noon. If you have any food allergies or restrictions please let me know as soon as possible. Wifi is available in your hotel rooms and in the conference room.

In addition to the 6 advisors, there will be a total of 13 representatives from the 5 partner institutions attending these meetings.

Below, please find the outline of our agenda for both days.

Thursday October 11, 2012 Agenda

8:30 Breakfast – University Suite Conference Room

9:00 Basic Introductions
Overview of 2-Day Agenda
Housekeeping
Expected Outcomes

9:30 Brief History of this Project
About the Participating Institutions

10:00 What is Digital Preservation?
Each Advisor: Your thoughts/theories/experiences
Each Advisor: What is your biggest “lesson learned” in your experiences with digital preservation projects? What do you wish someone had told you when you first tackled the challenge of digital preservation?

10:45 BREAK

11:00 Digital Preservation Challenges for Institutions with Restricted Resources

Noon – 1pm *** LUNCH ***** Noon – 1pm**

1:00 Approaching this Project
Our Current Approach
Proposed Project Timeline
Budget
Tool Selection and Testing
Digital Object Surveys
Advisors' Recommended Approach
What are we missing/forgetting?
Who else should we be talking to?

2:15 BREAK

2:30 Structuring the White Paper/Final Report
Advisors' experience with creating similar reports
Suggestions for structure, approach, targeted audience, etc.

3:15 Tools/Technologies/Services Selection
Finalize Master List

4:30 Have a good evening!

****** Homework: Each Advisor will be asked to bring their top 5 Digital Preservation Technology/Service/Tool selections that he/she believes should be tested by the Project Team based on all of the challenges and limitations discussed today. ******

Friday October 12, 2012 Agenda

8:30 Breakfast – University Suite Conference Room

9:00 Each Advisor's Top 5 Selections listed on Whiteboard
Discussion

10:30 BREAK

10:45 Continue Discussion
Potential Discussion Points:
Micro-Services
UNT Project
Costs/Platforms/Technical Difficulty
Metadata
Email
How can smaller institutions collaborate? (Utilizing existing infrastructures and frameworks)

11:30 Final Selection of Tools/Technologies/Services that will be tested for this project

Noon – 1pm *** LUNCH ***** Noon – 1pm**

- 1:00 Creating an Evaluative Framework
What are we testing?
How do we know if the testing has been successful?
- 2:30 Scheduling Future Advisory Board Meetings
Agree on next meeting date and what will need to be covered
Create approximated schedule for remaining meetings
- 3:00 **Advisors Dismissed** – Thank You!
Project Team Break
Traveling partners have option to leave
- 3:15 Create Plan of Action
Timeline for contacting vendors
Assignments of responsibility
- 4:00 Have a great weekend!
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Final Outcomes

Tool Selections Finalized

Evaluative Framework Created

Project Timeline Finalized

Next Advisory Board Meeting Scheduled

Preparatory Reading

Narrative as Submitted to the Institute of Museum and Library Services

Exploring Digital Preservation Solutions Appropriate for Small and Medium-sized College, University, and Research Libraries

While many larger institutions have made considerable headway on digital preservation, many medium- and smaller-sized institutions have struggled to make similar progress, largely due to a lack of economy of scale. This project will investigate, evaluate, and, at its close, recommend scalable, sustainable digital preservation solutions for libraries with smaller amounts of data and/or fewer resources. Working closely with nationally recognized standards-based vendors of digital preservation solutions, we will also investigate potential business models that would provide equitable access to digital preservation to libraries of all sizes.

Proposed activities:

Project Year One

- 1) Establish grant administration measures at Northern Illinois University. Conduct a national search and hire a project coordinator as described in project proposal and budget. Hire project graduate assistant at Northern Illinois University.
- 2) Form an advisory board to help shape, oversee and direct the project. In addition to the representatives from our original partner institutions, who will be providing their time and expertise as part of their cost share, we expect to select 6 expert advisory board members. They will include expert consultants, such as selected campus directors of information technology and representatives of relevant associations, representing a variety of types of small colleges and universities across the country, selected in coordination with IMLS.
- 3) Convene initial meeting of project Advisory Board in DeKalb, Illinois. Consult and review project goals and budget with Advisory Board. Develop guidelines for how options will be critiqued for possible further testing and evaluation. After initial meeting, the Advisory Board will hold conference calls as needed to keep the project moving.
- 4) The Advisory Board will draw upon input (via conference call or VOIP) from nationally-representative scholars/faculty, from diverse locations and disciplines, to ensure that we take into account faculty needs for creating and using content that is intended to be preserved.
- 5) Conduct an environmental scan of options, tools, and services available to small and medium-sized academic libraries, including virtualized or cloud-based services such as DuraCloud.
- 6) Select three or four tools and/or services to be subjects of project evaluation. We have preliminarily budgeted for trial periods of MetaArchive, DuraCloud, and LOCKSS. Should the advisory board determine through the environmental scan that there is another service that would offer a viable alternative, it will also be given appropriate consideration. The project will also discuss viable methods for bringing smaller and medium-sized institutions into the National Digital Stewardship Alliance.
- 7) Contact representatives of selected service providers to negotiate terms of service and discuss technical infrastructure required at Northern Illinois University to install effective pilot implementations.
- 8) Consult with experts and service providers to design pilot implementations of selected tools/services.
- 9) Purchase equipment on which project pilot instances are to be installed and tested.

- 10) Project staff members at Northern Illinois University install and maintain pilot implementations, creating detailed documentation of work processes.
- 11) Begin selection of digital objects from partner/participating institutions, to be used in testing and evaluation of selected tools/services. Establish internal wiki space for Advisory Board and project partner discussions of testing issues.
- 12) Begin formative evaluation activities, which will continue until the end of the grant period.
- 13) Keep the public and other institutions apprised of our progress on this project through a project blog, website, and possibly other social media such as Facebook or Twitter.
- 14) Submit year-end progress report to IMLS for review.

Project Year Two

- 1) Convene meeting(s) of Advisory Board. Evaluate merits and drawbacks of various pilot instances in preparation for final reporting.
- 2) Continue formative evaluation activities.
- 3) Develop evaluative framework for testing and evaluation of pilot instances of tools and services. Begin formal testing and evaluation according to developed guidelines of pilot instances of selected tools/services using a wide variety of selected digital objects from partner/participant institutions.
- 4) Advisory Board members and project staff share their impressions of testing results and implementation issues with each other and IMLS via conference calls and/or the project wiki.
- 5) Continue working with selected service providers to discuss issues that may come up during implementation, allowing time for solutions to be suggested or developed.
- 6) Discuss potential business models for the future implementation of digital preservation solutions for small and medium-sized academic and research libraries, both within the Advisory Board, and in concert with selected service providers.
- 7) Make final decisions as to content of preliminary final report. Determine which solutions are viable, plausible, and cost-effective.
- 8) Submit preliminary final report to IMLS for editorial review before findings are publicly disseminated.
- 9) Discuss preliminary final report with IMLS representative and make appropriate edits as necessary.
- 9) Outside evaluator reviews and assesses project work.
- 10) Hold national IMLS-cosponsored conference on NIU campus, at which project partners and participants present and discuss research and findings to an audience of representatives of small and medium-sized institutions searching for digital preservation solutions. These anticipated costs are built into our budget.
- 11) Issue formal report on findings and make recommendations on suitable approaches (and accompanying considerations of each approach), including possible business models. All frameworks, decision-making tools, assessment tools, and functional requirements developed will be made freely available through the project website in addition to being appended to the formal report.
- 12) Primary Investigators will present their findings at appropriate national conferences, and submit discussions of findings for publication in the appropriate professional venues.

Additionally, in the two years following the end of the grant period, project staff members will convene four webinars for representatives of institutions implementing (or considering implementing) the project's resource model, and continue email support to adopting institutions.

Partner Institution Biographies

Northern Illinois University

Rare Books and Special Collections Background Profile for Digital Preservation

The Department of Rare Books and Special Collections is responsible for approximately 140,000 volumes of materials across just under 40 collections. We hold research level materials in popular cultural areas such as dime novels, 19th century children's and popular literature, comic books, and science fiction and fantasy literature.

We have never had a robust digitization program due to lack of funding (digitization in the library was conducted solely via grant funding prior to about 2008, and none of our grant applications were funded). Since 2008, when the in-library funding model changed, there has been a modest attempt at digitizing our dime novel collections. We have, as yet, not built a portal for our digital materials that handles both the objects and discovery metadata, so the true ramp-up of digitization has not yet begun. Once this infrastructure is in place, we expect a significant group of RBSC materials to be digitized and made available. Thus our main concern is in guaranteeing long-term access to our digital materials writ large.

We have an additional set of concerns for one of our most rapidly growing collections, 20th and 21st century archival materials related to science fiction and fantasy literature. We hold the papers (some partial) of roughly 60 contemporary (mostly living) SF/F authors. In many cases, authors submit both paper and electronic materials simultaneously. Many of them are in proprietary formats, and a goodly portion of them cannot be made publicly available for quite some time because of copyright. The issue is further exacerbated by the lack of methodology for dealing with email correspondence and social media and blogging accounts, particularly when we are dealing with end-of-life issues for our authors.

Our current (stopgap) practice is to transfer submitted electronic documents to the library's central servers, which are backed up off-campus, and to copy those same files onto two portable hard drives kept in the department, while retaining the original data carrier. We also have a collection Gmail account that allows authors to submit documents directly via email. I'm particularly concerned about guaranteeing the longevity of these materials in particular, as they are truly unique. Caring for them appropriately will require a rather more robust system than we currently have in place, built within resources.

Regional History Center

The Regional History Center at Northern Illinois totals 10,900 linear feet and encompasses collections: The University Archives, Regional Collections, and the Illinois Regional Archives Depository (IRAD). These first two collections are actively growing and continue to receive an ever-increasing number of donations in electronic form. Currently, the majority of these electronic media are printed, and both the storage device and the analog copy are added to the collection. If the material is a born-digital record it is stored on a library's server in a loosely systematic method. We recognize that these are not sustainable practices, but have not yet implemented new policies.

Existing audio-visual content is slowly being digitized as a DVD or stored on a library server. We also continue to digitize our own photographs and parts of collections to share with our patrons, yet we only have the library's server and a disjointed file naming structure. Nearly all are in JGP or TIFF formats.

Content digitized through our library's Digital Initiatives Department are available for patrons via their website. Most digitized photographs are available for viewing on Flickr, but the archived copy, as well as any other collected born-digital material, is not available for public access.

Western Illinois University

Founded in 1899 as Western Illinois State Normal School, Western Illinois University has grown to become a Master's-level institution serving the citizens of Illinois, eastern Iowa, and guided by a commitment to our core values of academic excellence, educational opportunity, personal growth, and social responsibility. WIU enrolls approximately 12,000 students on its rural residential campus in Macomb, its urban commuter campus in Moline, and via distance learning worldwide.

Archives and Special Collections at WIU Libraries is committed to digitizing and making available to users worldwide its unique collections, primarily focusing on the history and culture of west central Illinois and of WIU. To date WIU Libraries has digitized and put online over 100 years of its student yearbook, over 5,000 historic regional photographs, regional maps, manuscripts, historical society newsletters, and other valuable regional information. Future materials include the WIU student newspapers, course catalogs, and more regional manuscripts and photographs.

Illinois Wesleyan University

Founded in 1850, Illinois Wesleyan has grown to become one of the nation's leading liberal arts institutions. The University enrolls just over 2,000 undergraduates from across the nation and around the globe and our graduates can be found in all 50 states and 52 countries. The Ames Library opened in 2002 and is staffed by eight tenure track librarians, nine paraprofessionals, and 75 undergraduate student assistants.

Illinois State University

Illinois State University serves 20,502 graduate and undergraduate students, 1,180 faculty, 1,142 civil service staff and 792 administrative/professional employees. Hundreds of international students bring their global perspectives to Illinois State. We serve the citizens of Illinois and beyond. Illinois State University will continue to occupy a unique position of strength and visibility among the institutions of higher education in Illinois, the nation, and the world.

Chicago State University

The History of the University

Chicago State University opened its doors as a teacher training school in a leaky railroad freight car in Blue Island, Illinois on September 2, 1867. Today, in contrast, the university is a fully accredited public, urban institution located on 161-picturesque acres in a residential community on the Southside of Chicago. During the first year of its founding, CSU enrolled 62 students. The current student enrollment is nearly 7,200.

The path from then until now has been marked by change. During more than 140 years, CSU has changed its name, focus, governance and location. But with each transition, the university has kept sight of its educational mission and enhanced its services to Chicago

and its surrounding communities. Today, CSU is governed by a Board of Trustees appointed by Governor of Illinois. The university's five colleges- Health Sciences, Arts and Science, Business, Education, and Pharmacy - offer 36 undergraduate and 25 graduate degree-granting programs. In addition, CSU has a Division of Continuing Education and Non-Traditional Programs that reach out to the community with extension courses, distance learning and not-for-credit programs.

From its humble origins, Chicago State University has evolved into an outstanding, nationally acclaimed university that provides a value-added education for all who enter its hallowed halls. Consistently evolving to reflect state-of-the-art trends in higher education, Chicago State University prepares students for success in the twenty-first century.

Chicago State University Archives and Special Collections

Mission Statement

Chicago State University's Archives and Special Collections department collects manuscripts and records that reflect the historical, literary, and academic traditions of CSU and the south side community of Chicago. ASC's core mission lies in its commitment to serve as a resource and learning laboratory; it seeks to stimulate and nourish teaching and learning, serve scholarship, and raise the profile of the University by making CSU records and special collections widely available. ASC also encourages interdisciplinary research by members of the University and broader academic communities. All materials are carefully protected through strict conservation policies, professional processing, and our state of the art library facilities. We also administer the campus records management program, which helps offices and departments comply with the State University Records Retention Schedules.

Collection Areas

CSU Special Collections are focused primarily on African American history, literature, and politics; Chicago Neighborhood History; and the history of education.

The *Progressive Education Collection* contains material on the early history of Chicago State University (first known as the Cook County Normal School), including writings by some of the early leaders-Francis W. Parker, Arnold Tompkins, and Ella Flagg Young-who made the school an internationally renowned center of progressive education.

The *Minority Leadership in America Collection* features the paper of the Illinois Legislative Black Caucus and several of its members who served in the Illinois General Assembly, including Senator Margaret Smith and Representative Paul L. Williams.

The extensive *Rare Book* section contains the Thomas H. Wirth Collection of African Americana. Included are rare first editions of by authors such as Phillis Wheatley, John Marrant, David Walker, Frederick Douglass, William Wells Brown, Henry O. Flipper, and Sojourner Truth. A second division of the Wirth Collection features 20th century non-fiction by Martin Luther King, Jr., Malcolm X, Paul Robeson, Kelly Miller, James Weldon Johnson, and Carter G. Woodson.

The *Chicago History Collection* aims to document social and cultural life in Chicago during the 20th century, with particular attention to the neighborhoods of south side Chicago. Highlights are the Steve Balkin Maxwell Street Photographs, the Chicago Theater Pamphlets, and the CSC Oral History Project.

Partner Institution Digital Preservation Self-Assessments

Illinois State University

Mission, Vision, Goals, and Objectives

- Have you incorporated digital resources and access to these resources into your mission and vision statements? *They have at the last strategic planning. Revision;*
- Are digital initiatives incorporated into your organization's strategic plan? Is the preservation of digital resources incorporated into your strategic plan? *Yes, we are undergoing a strategic planning for digital collections. One had been set for Special Collections just a couple of months ago;*
- Have you developed specific goals pertaining to the digital initiative? Have you developed specific goals and objectives that relate to digital preservation? --

Policies and Procedures

- Have you created policies in the following areas for your digital program? Have you implemented these policies?

Collection management/development: *Guidelines have been written, editing is a work in progress;*

Copyright, may be incorporated into Collection Management: *Making copyright a crucial point to be observed in the selection process for potential collection;*

Disaster or Emergency Planning: *Under the charge of the preservation department for physical materials;*

Exhibits: *Do occur on main of library;*

Preservation Plan: *Under revision;*

Public Use: *Dissemination via CONTENTdm;*

- Does your digital program include best practices or procedures for any of the following OR are you in the process of developing best practices or procedures for the following? *All the above. Guidelines have been written and editing is a work in progress. Copyright is the no. 1 decision factor;*

Selection

Metadata creation

Content creation (scanning, digital capture, etc.)

Quality control

Digital Preservation

Licensing

Public Use

Website Management

- Do you outsource any aspects of the digital initiative? If so, which ones? To whom? *Digital Collections Unit: Have outsourced transcription of audio recordings with transcriptioninstitute.com; Preservation/Archives: Have outsourced with CARLI via archive.org;*

Staffing

- Do you have staff specifically assigned to the digital collection initiative? Is staff from other parts of your organization involved in the digital collection initiative? What are the roles of the different individuals?

a. Head of Digital Collections Unit. (1) FT non-tenure track faculty. Project management;

b. Digital Collections Librarian. (1) FT tenured faculty. Metadata work;

c. Digital Assets Coordinator who heads the Milner Digital Center. (1) FT staff;

d. Digital Imaging Specialist. (1) FT staff;

e. Students: (2);

- What technology staff is involved in your project? Are they part of your organization, your parent organization, or another organization? What are their responsibilities in the digital initiative? *Support by Systems IT (1) staff and (1) non-tenure track faculty for CONTENTdm customization and Web development processes respectively;*

- What staff is involved in digital preservation activities, both within your organization and parent organization? Is technology staff involved in digital preservation? Is preservation staff involved? What roles do they play? *Digital preservation processes are observed throughout. Storage is on assigned shares and campus tape archives, TIVOLI server;*
- What training do you provide staff involved in the digital initiative? What staff attends this training? *It depends;*
- What training in digital preservation does staff attend? *CARLI events;*
- Do you participate in a digital collaborative? What role does the collaborative play, what role do members of the collaborative play? --

Finances

- What are the primary sources of funding for your digital initiative?
 - Grants
 - Organization's budget*
 - Fees from products created through digitization
 - Donors
 - Other*
- What percentage of funding comes from each source now and what percentage do you see coming from each source in the future? *Strategic planning for digital collections will convene soon;*
- What is your current budget for your digital initiative, including staffing? What do you anticipate that budget to be in 5 years? --
- What is or what do you anticipate being the primary source of funding for digital preservation? *In an ideal scenario,*
 - Grants*
 - Organization's budget*
 - Fees from products created through digitization*
 - Donors*
 - Other*
- How do you plan to fund your digital preservation activities? ?

Digital Content

- Have you undertaken a risk assessment¹ of your digital collection? Do you plan to undertake a risk assessment²? *Will be discussed in strategic planning for digital collections;*
- What types of materials have you converted to digital format? (e.g., books, documents, sound recordings) *Books, audio recordings, pottery, art works, slides, K7, vinyl, photograph, VHS, miniDV's, negatives, original art, paintings, maps;*
- What type of materials are you collecting in digital format? These materials are considered born digital.(e.g. books, documents, sound recordings) --
- What digital formats are you currently managing? What do you plan to manage in the future? (e.g. TIFF, JPEG, PDF) *TIFF; JPEG; PDF; WAV; MP3; CR2; SWF;*
- Are you outsourcing the creation of digital content, creating content in-house, or both? Do you have a quality control program? Is it both at the vendor and in-house? *Both processes, in-house and outsourcing; Quality control observed in-house. For outsourcing, trial versions are produced prior and policies are questioned;*
- How long do you plan to actively manage these resources? Less than ten years, more than eleven years? *Undetermined;*

Access and Metadata

- How do you provide access to your digital collections? What systems do you use? *CONTENTdm; Other content is available via archive.org;*
- Who may access your collections? *Public; Illinois State students only via VPN for one art collection;*
- What percentage of your digital collection is available online? *It depends at which point of development a collection is called digital; Should it be named digital from the time an item is digitally converted, for what is planned to be rendered available, 55-66% approximately;*
- What type of metadata are you creating? Descriptive, structural, administrative, all three? *All three;*
- What metadata schema(s) are you currently using? What schema(s) do you plan to use in the future? *Dublin Core (simple & qualified);*
- What digital asset management system and/or repository system is your organization using or planning to use? *At this point in time, CONTENTdm for digital collections; Bepress for repository of other digital assets;*

Technology

- What technologies are you using to create digital content? Digital camera, Scanner, Digital Audio Workstation? Other? What brand of equipment are you using? How old is the equipment? Who is responsible for maintaining the equipment? *Canon EOS7D Digital SLR Camera; Kaidan Magellan M-2500 3D Copy Stand for Rotational Object Photography; Betterlight Super 8K-HS; Indus Planetary Book Scanner 5003; Epson Expression 10000XL; Epson Perfection 4990 Photo; Epson Stylus Pro 9800 large format printer; RICOH Aficio 2238C;*

Support/maintenance: *In-house Systems IT personnel & external*

- Do you have set replacement cycles on capture workstations? If yes, what time period? Do you have set replacement cycles on servers? If yes, what time period? Do you have set replacement cycles on storage devices (e.g. SAN, NAS, tape library, etc.)? If yes, what time period? --
- When do you upgrade software? Is all the software upgraded at the same time? *Mostly related on project and need-based;*

Digital Preservation

- Which digital preservation strategies has your institution implemented? Bit preservation? Migration? Refreshing data? Emulation? Maintenance of legacy equipment? Data backup? Locally developed digital preservation solution? --
- Have you implemented a digital repository into your program, and, if yes, is it a commercial, open source, or homegrown solution? *Bepress is underway;*
- Are you outsourcing your digital preservation activities to another organization? Which activities in particular (repository, storage, etc.) are being outsourced? If yes, to whom? What responsibilities does this organization have? --
- What content are you placing in the repository? *Digital collections in CONTENTdm; ...not limited to pre- or post-prints of scholarly papers, reviews, and book chapters; white papers; lesson plans; student capstone projects; dissertations and theses; technical reports; syllabi; lesson plans; data and other scholarly works in Bepress (goal in progress);*
- Has the repository been through a self-audit using the Center for Research Libraries/OCLC Trustworthy Repositories Audit & Certification (TRAC)? --
- Do you or your vendor have a digital preservation plan? Has your vendor been through an audit or a self-audit based on the CRL/OCLC TRAC? --
- If you are locally managing your preservation activities, what media are you using for storage? CD/DVD, removable media (disks, zip disks), online magnetic media (hard drives), tape? What frequency do you refresh your CD/DVD? *Online magnetic media (hard drives), tape*

- If you back-up your files, where are they stored? At what frequency do you back-up your files? *Daily on magnetic tapes, TIVOLI server campus*

Rights Management

- Has copyright or licensing concerns deterred you from creating and preserving a digital collection? When acquiring digital content do you acquire digital preservation rights (Do you have the right to modify the digital object to preserve it?) *For one collection, legal investigation under progress*

Illinois Wesleyan University

Given that the IMLS has asked us to include faculty and institutional data curation in this work, many of these questions are unaddressed from a university-wide perspective at this time. The Ames Library began working on this issue in 2009, and applicable steps will be noted below. However, initial conversations with campus Information Technology Services (ITS) personnel as well as the hiring of a new Provost within the last two years have revealed that interest in the issue does spread beyond the library, and we anticipate no problem with campus cooperation on a philosophical level. Funding and staffing increases will be difficult, however.

Within The Ames library, support for digital initiatives was expressed as an outcome of Strategic Planning work in 2004. In 2006 a Digital Initiatives Team was formed and comprised of the library's University Librarian, Technology Director, Scholarly Communications Librarian, Digital Projects Coordinator, and University Archivist. Funding for digitization initiatives has come primarily from the library; annual subscription costs for the institutional repository (implemented through bepress in 2008) are split among the library, the Mellon Center for Faculty and Curriculum Development, the Office of the Provost, and the Office of the President. However, we have not made a link between the repository and a preservation system at this time.

Frankly, it was the realization that the IR would not meet our preservation needs that led to the archivist seeking education on the topic of digital preservation. She attended two workshops that year: "Stewardship of Digital Assets," October 2008, sponsored by NEDCC and "Digital Preservation Management," November 2008, sponsored by the Midwest Archives Conference. On return, she consulted the Library's Technology Director and they began an inventory of library digital assets. No other support was possible at that time, and so the work did not advance beyond securing a redundant-disk external hard drive.

Mission, Vision, Goals, and Objectives

- *Have you incorporated digital resources and access to these resources into your mission and vision statements?* They are not called out in the campus-wide Strategic plan. The closest we come is at the end of the Vision Statement (https://www.iwu.edu/president/Strategic/vision_statement.html): "All campus grounds, facilities, library resources, information technology resources, and support services will be of high quality and will provide an atmosphere that inspires the pursuit of learning and promotes human and environmental health and well-being." They are in the library's mission and vision as part of our "collections" commitments (http://www.iwu.edu/library/information/Ames_Stragic_Bro.pdf). While we do not specify digital content, when the document was created we discussed digital objects as part of our "collections."
- *Are digital initiatives incorporated into your organization's strategic plan? Is the preservation of digital resources incorporated into your strategic plan?* Yes, they are incorporated in the library's plan (see Theme 2 at http://www.iwu.edu/library/information/Ames_Stragic_Bro.pdf), but no, digital preservation is not part of the same plan.

Theme 2 of our strategic plan is:

Initiate and contribute to collaborative projects with faculty and IT to create seamless access to scholarly and university content.

Work with campus groups to create and provide access to university-wide digital collections
Serve as a Digital Institutional Repository for research projects
Explore new ways to partner with the Information Technology Department to provide better service to our users
Deliver and distribute library services to where community members work and live, in new and innovative ways.

- *Have you developed specific goals pertaining to the digital initiative? Have you developed specific goals and objectives that relate to digital preservation?* Yes to the initiative, with respect to developing the repository; no to digital preservation, other than the general philosophy outlined in the archives' policy (see http://www.iwu.edu/library/information/Digital_collections.pdf).

Policies and Procedures

- *Have you created policies in the following areas for your digital program? Have you implemented these policies?*

Collection management/development

Yes, see archives plan (http://www.iwu.edu/library/information/Digital_collections.pdf)

Copyright, may be incorporated into Collection Management

Addressed by campus ITS at <http://www.iwu.edu/its/about/copyright.html> and by the University Librarian, who serves as the campus Copyright Officer, at <http://libguides.iwu.edu/copyright>

Disaster or Emergency Planning

Campus student records are backed up off campus weekly; faculty/staff individual file back up is non-existent to sporadic; library digitized collections are on an external five-disk drive but not in a separate geographic location; text-based collection in our institutional repository are backed up by bepress but media collections accessible there are in proprietary formats and streamed from campus servers. These servers are backed up weekly; currently they are all backed up on tape but some have disk back ups. Campus IT intends to move all weekly back ups to disk by the end of Fall semester 2012.

Exhibits

Yes, see archives plan (http://www.iwu.edu/library/information/Digital_collections.pdf)

Preservation Plan

None

Public Use

Yes, for library-created collections; see archives plan (http://www.iwu.edu/library/information/Digital_collections.pdf). None of the campus content (student or financial records; other Banner system content) is publicly available. Some faculty work is, but there are also some data that need to be restricted.

- *Does your digital program include best practices or procedures for any of the following OR are you in the process of developing best practices or procedures for the following?*

Selection

Yes, in the library.

Metadata creation

We follow CARLI Dublin Core requirements for CONTENTdm; we know we need more descriptive metadata in our IR. Library digital content off-line may need better organization, but we have not looked into this yet. Content in Banner is structured; faculty content is not consistently described.

Content creation (scanning, digital capture, etc.)

Yes, we follow CARLI standards when needed. Some content is digitized by vendors and we verify the standards they are using before engaging them.

Quality control

We verify work done in-house in the archives.

Digital Preservation

No.

Licensing

Yes, we feel confident about our licensing agreements with IR submissions.

Public Use

Our default is for public/open access. When content needs to be restricted, campus IPs or proxy logins make content available to all campus personnel.

Website Management

Our campus website is backed up at a university about 50 miles away. If this question is directed to maintaining interfaces, all of our digital objects are either in Digital Commons of CONTENTdm and those products are maintained by either bepress or our consortium, CARLI.

• Do you outsource any aspects of the digital initiative? If so, which ones? To whom?

Media Preserves has done some A/V reformatting for us; large scale text scanning processes are sent to Northern Micrographics; that work was finite and we don't anticipate needing those services in the near future.

Staffing

• Do you have staff specifically assigned to the digital collection initiative? Is staff from other parts of your organization involved in the digital collection initiative? What are the roles of the different individuals?

Library only: In 2006, a working group made up of the University Librarian, Library Technology Director, Reserves and Digital Projects Coordinator, Scholarly Communications Librarian, and University Archivist established the principles that would guide digital initiatives generally and, in 2008, the repository initiative specifically. The Digital Projects Coordinator is a staff member who is responsible for scanning, text-rendering with OCR, formatting audio/visual files, and tracking faculty publication permissions. We hired a temporary staff member early on when we had a large quantity of scanning.

Repository work is a joint effort of Scholarly Communications Librarian Stephanie Davis-Kahl and University Archivist Meg Miner. A detailed discussion of the each librarian's role in this work and of the repository's development and future is in a recently published article available online at <http://jisc-pub.org/jlsc/vol1/iss2/8/>.

Full citation:

Miner, M, Davis-Kahl, S. (2012). Collecting Campus Culture: Collaborations and Collisions. *Journal of Librarianship and Scholarly Communication* 1(2):eP1053. <http://dx.doi.org/10.7710/2162-3309.1053>

• What technology staff is involved in your project? Are they part of your organization, your parent organization, or another organization? What are their responsibilities in the digital initiative?

Library Technology Director is the only one at this point. She serves in an advisory capacity and has a staff member who was called on in the early stages to help with software installation (for CONTENTdm), but who has no ongoing responsibilities.

• What staff is involved in digital preservation activities, both within your organization and parent organization? Is technology staff involved in digital preservation? Is preservation staff involved? What roles do they play?

Only the archivist has been involved thus far; she is also the "preservation" person in the library. The Library Technology Director advised on early digital inventory work and secured the five-disk hard drive for storage.

• What training do you provide staff involved in the digital initiative? What staff attends this training?

As mentioned above, only the archivist has had workshop and conference exposure to digital preservation issues. Our University librarian is committed to working on this issue and so I am confident any training needed will be supported by the library's continuing education and travel budgets.

• What training in digital preservation does staff attend? N/A, other than the archivist.

• Do you participate in a digital collaborative? What role does the collaborative play,

what role do members of the collaborative play? Only if our consortium-sponsored CONTENTdm instance counts.

Finances

- *What are the primary sources of funding for your digital initiative?* Organization's budget.
- *What percentage of funding comes from each source now and what percentage do you see coming from each source in the future?* This is our only source now and for the foreseeable future. If more campus units become involved, the library will seek cost share from them and from the Provost, who oversees Academic Affairs' budget as a whole—that includes IT and some aspects of departmental faculty funding.
- *What is your current budget for your digital initiative, including staffing? What do you anticipate that budget to be in 5 years?* We pay ¼ of the IR's total cost, approximately \$5,000. CONTENTdm is included in our consortium's membership. Staff members all have other roles in the library and so are funded through that budget.
- *What is or what do you anticipate being the primary source of funding for digital preservation?* Organization's budget
- *How do you plan to fund your digital preservation activities?* Organization's budget

Digital Content

- *Have you undertaken a risk assessment¹ of your digital collection? Do you plan to undertake a risk assessment²?* Yes, of library collections (available in Excel file for this project). Born-digital content is the thing I will place highest priority on, with born-digital media at the top of that tier. I've had talks about risk with the campus units and faculty that I've spoken to since this grant started. We are truly at the education/awareness-raising level outside of the library.
- *What types of materials have you converted to digital format? (e.g., books, documents, sound recordings)* All types.
- *What type of materials are you collecting in digital format? These materials are considered born digital.(e.g. books, documents, sound recordings)* All types, with the exception of books unless university publications count.
- *What digital formats are you currently managing? What do you plan to manage in the future? (e.g. TIFF, JPEG, PDF)* Detailed in the Excel file inventory available for this project.
- *Are you outsourcing the creation of digital content, creating content in-house, or both? Do you have a quality control program? Is it both at the vendor and in-house?* Both have been done and will continue as needed. We do spot checks of both types of content creation.
- *How long do you plan to actively manage these resources? Less than ten years, more than eleven years?* Forever! But the originals of most of the digitized material remains, and I consider those the archival copies. In case of catastrophic problems, we'll go to the source.

Access and Metadata

- *How do you provide access to your digital collections? What systems do you use?* CONTENTdm and Digital Commons.
- *Who may access your collections?* Open access is the default, but some governance records are restricted to campus IP or proxy logins.
- *What percentage of your digital collection is available online?* 90%
- *What type of metadata are you creating? Descriptive, structural, administrative, all three?* Descriptive, although structural is present in the IR.
- *What metadata schema(s) are you currently using? What schema(s) do you plan to use in the future?* Dublin Core.
- *What digital asset management system and/or repository system is your organization using or planning to use?* bepress's Digital Commons is our IR; we also use CONTENTdm.

Technology

- *What technologies are you using to create digital content? Digital camera, Scanner, Digital Audio Workstation? Other? What brand of equipment are you using? How old is the equipment? Who is responsible for maintaining the equipment?* We use Epson scanners in-house.
- *Do you have set replacement cycles on capture workstations? If yes, what time period? Do you have set replacement cycles on servers? If yes, what time period? Do you have set replacement cycles on storage devices (e.g. SAN, NAS, tape library, etc.)? If yes, what time period?* No.
- *When do you upgrade software? Is all the software upgraded at the same time?*
 N/A

Digital Preservation

- *Which digital preservation strategies has your institution implemented? Bit preservation? Migration? Refreshing data? Emulation? Maintenance of legacy equipment? Data backup? Locally developed digital preservation solution?* Tape backup off campus happens for part of our data. A switch to disk backup is projected. The archives has an external floppy that can sometimes be used to read donated media. It is a practice in the archives that anything delivered on CD or DVD be transferred to our five-disk external drive. Original media are retained and all redundancy actions recorded in the Finding Aid.
- *Have you implemented a digital repository into your program, and, if yes, is it a commercial, open source, or homegrown solution?* We implemented an institutional repository in 2007: <http://digitalcommons.iwu.edu> is hosted by bepress.
- *Are you outsourcing your digital preservation activities to another organization? Which activities in particular (repository, storage, etc.) are being outsourced? If yes, to whom? What responsibilities does this organization have?* No, but recent enhancement of PLNs for DigitalCommons subscribers has sparked interest among my library's digital initiatives group. However, participation is not imminent: it is too costly and doesn't meet our needs.
- *What content are you placing in the repository?* See <http://digitalcommons.iwu.edu>. The IR purpose statement is as follows: Digital Commons @ Illinois Wesleyan University (DC@IWU) reflects the nature of the intellectual, creative and scholarly culture of our campus. DC@IWU serves as the central location for outstanding student work, faculty scholarship, University records, and campus history. Our goals are to:
 - Promote and disseminate academic and creative achievements of students and faculty
 - Ensure preservation of and persistent access to said work
 - Increase discovery of IWU scholarship and artistic expressions
 - Foster scholarly collaborations with colleagues
 - Document and record IWU's history and progress
- *Has the repository been through a self-audit using the Center for Research Libraries/OCLC Trustworthy Repositories Audit & Certification (TRAC)?* I don't know.
- *Do you or your vendor have a digital preservation plan? Has your vendor been through an audit or a self-audit based on the CRL/OCLC TRAC?* No; bepress is offering PLNs that subscribers can pay for through other services, but I believe they only offer redundancy as part of subscribers' benefits.
- *If you are locally managing your preservation activities, what media are you using for storage? CD/DVD, removable media (disks, zip disks), online magnetic media (hard drives), tape? What frequency do you refresh your CD/DVD?* Described above.
- *If you back-up your files, where are they stored? At what frequency do you back-up your files?* Described above.

Rights Management

• *Has copyright or licensing concerns deterred you from creating and preserving a digital collection? When acquiring digital content do you acquire digital preservation rights (Do you have the right to modify the digital object to preserve it?)* No, we have not been deterred. We have campus legal counsel approved forms for contemporary content. The archives' policy (http://www.iwu.edu/library/information/Digital_collections.pdf) says we will migrate if needed to preserve the content. We use non-exclusive licensing agreements and interview agreement forms that specify our intention to distribute born-digital content online. People can and do decline us this right, but anything deposited is at least be available in-house, regardless of format. Anything removed from online (only happened in the IR at this point) still has a metadata record describing the item and the reason it was removed.

Chicago State University

The answer to all questions is No

Western Illinois University

Assessment not completed

Northern Illinois University

Assessment not completed

List of Possible Digital Preservation Tools, Technologies, and Services

This the project team's working list of digital preservation technologies and services that may need consideration for this project. We are assuming that this list is in no way complete and contains technologies that are not necessarily appropriate for our purpose. We simply wanted a dumping place for everything that is out there for the team (especially you!) to add to, sift through, and make final selections from during our meeting. Please see the agenda for more information.

MetaArchive	Google Cloud	RackSpace
LOCKSS	Amazon Cloud	Chronopolis
Fedora	Duracloud	Archivematica
DSpace	ContentDM	Hoppla
Roda	DAITSS	PANIC
OCLC	Portico	Carbonite
Rosetta(Exlibris)	Preservica (Tessella)	JISC
WindowsAzure	DCape	Bagit Jhove
Microservices (MERRITT)	EchoDepp	