Case Study Framework
DRAFT – October 2013

I. Institution Bio & Back Story
A. Metrics – Institutional Level
1. Number of Students and Faculty
2. Endowment and Budget
3. Carnegie Classification
4. Colleges/Academic Programs Offered
B. Metrics – Library Level
1. Size of library
   i. Number of Faculty and Staff
   ii. Operating Budget
   iii. Number of Volumes (?)
   iv. Size of Digital Collections
2. Number of staff currently devoted to digital preservation
   i. Organizational role
   ii. Responsibilities beyond digital preservation
3. Library's budget for digital preservation activities
4. Digital content management and preservation software, platforms, technologies, etc. that are currently in use
C. Defining Moment
1. What happened that made you realize that DP was an urgent, unwieldy, and unaddressed problem at your institution

II. Self Assessment Results
A. See Liz's self-assessment tool that was sent via email

III. Policy Gap Analysis
A. "As Is" Model – where you are
B. "To Be" Model – where you want to be (different for each institution – in the spirit of established best practices)
C. Gap – what *specifically* is keeping your institution from achieving the "To Be" (money, staffing, technical infrastructure, buy-in, etc.)

IV. Digital Preservation Policy/Program Proposal

A. Mission/Scope
   1. A possible framework can be found here:
      http://www.jisc.ac.uk/media/documents/programmes/preservation/jiscpolicy_p1finalreport.pdf
   2. Digital Preservation Workflow – Specific to your institution and the types of digital objects you anticipate will be "in play"
      i. Selection
      ii. Acquisition
      iii. Curation
      iv. Archiving
      v. Storage
      vi. Retrieval
B. Strategy – How will you direct people and organizations towards embracing and implementing the Policy
   1. Communication & Education
      i. Administrators
      ii. Colleagues who are stakeholders
      iii. Content providers
      iv. General marking/PR
   2. Allocations of Resources
      i. People
      ii. Budget
   3. What Else?

V. Lessons Learned