

History of the IU Libraries Project Scope Statement

Project Scope Statement, Version 1

Version 1 of the *History of the IU Libraries* project scope statement is in effect! Minor changes moving forward can be tracked via the wiki's "page history" tracking functionality. Major changes will result in a Version 2 release. Let the fun begin!

Objective

The *History of the Indiana University Libraries* project is conceived as a comprehensive, multimedia, and perpetual digital archive documenting the earliest days of the Indiana University (IU) Libraries through present times. The archive will serve as an engaged learning opportunity for Reference Services, Digital Collections Services, and Subject and Area Librarians as we retool our skills and knowledge in preparation for the opening of the IU Libraries' Scholars' Commons. It will also provide a framework for ongoing, engaged learning opportunities for staff across the libraries as well as faculty and graduate students who participate in more general digital projects training that will be offered as part of the Scholars' Commons.

The project aims to:

1. consolidate two parallel web sites¹ that cover the history of the IU Libraries by migrating the existing content into services such as [Archives Online](#), [Image Collections Online](#), and other services for long-term digital preservation and access
2. digitize and describe existing content (35 mm slides, photographs, manuscripts, newspaper clippings and other ephemeral materials and objects) held by Lou Malcomb
3. cross-reference existing digital content about the libraries' history from related resources and repositories
4. identify, digitize, and describe additional materials in existing repositories across campus
5. create and compile original primary and secondary source contextual information by way of oral histories, essays, timelines and chronologies, biographical sketches, bibliographies, and other related information

Above all, this is a learning project for frontline Scholars' Commons staff with three broad goals:

1. to understand the multi-faceted dimensions, iterations and phases involved in designing and developing a curated digital archive
2. to contribute to this project as researchers
3. to cultivate ad-hoc learning strategies

In addition, the [training component](#) that will be developed alongside this project will extend beyond the immediate project team to include partners (across the libraries and campus) who will be participating in the Scholars' Commons.

Outcomes

A project of this scope will ensure exposure and experience-building across all service areas offered by the Scholars' Commons:

- Research Practices/Traditional Research
- Scholarly Communication & Publishing Services
- Copyright & Intellectual Property
- Data Analysis & Visualization
- Metadata
- Data Management
- Digitization Services
- Geospatial Services

The first-year frontline Scholars' Commons staff will strive to gain a comprehensive overview of methods, techniques and tools leveraged for digital scholarship and how those methods, techniques and tools map onto broader research practices in order to cultivate a vibrant research community on the first floor of the East tower. As a point of reference, the following levels of services have been defined for the Scholars' Commons:

- Level 1
 - Provide general reference and directional help
 - Coordinate referral
- Level 2
 - Initial consultation
 - In depth, subject focused reference and research consultation
 - Basic training (concepts, methods, tools, software)
- Level 3
 - On-going, in-depth consultation
 - Advanced training

Success

The criteria for success are as follows:

- The project team will gain core experience with and basic knowledge of concepts, issues, tools, and technologies associated with most, if not all, the main Scholars' Commons service areas
- The project team will cultivate their own research interests in the context of this project in order to effectively partner in future digital scholarship projects
- The project team will master strategies for ad-hoc learning
- The project team or some subset should emerge from this experience ready to advance training with the next round of Scholars' Commons staff

Requirements

The project team will collaboratively determine the high-level project requirements and draft a detailed work plan.

Deliverables (will be refined during collaborative project planning and requirements analysis)

This project team should produce the following:

- Wordpress blog for publicly tracking the project and what we are learning along the way
- Inventory of items in Lou Malcomb's collection
- Project plan including high-level functional requirements and plans for assessment
- Copyright assessment and report
- Digitization of items for ingest into our digital object repository
- Original cataloging/description of items following appropriate metadata standards
- A thematic, curated web site with original research and contributions of primary and secondary contextual information
- Comprehensive project documentation

Assumptions

- Project team will dedicate 2-4 hours/week over the course of 12-18 months starting November 2013; 2 hours weekly or bi-weekly sessions consisting of seminars followed by hands-on workshop, and 2 hours of individual or sub-team work on the project
- Project team will create individual web-hosting/server accounts (provided by UITS, hopefully) or have group access to such an account for experimenting with software installation and configuration
- Partners (see below) will lead and/or participate in the training sessions accordingly and provide lightweight consultation to project team for the duration of the project
- Project team needs full access to the tools and technologies required for this project including the wiki, JIRA, library servers, SVN, services platforms and workflows, etc.
 - Some percentage of base-level support will be required from Library Technologies
 - Library Technologies Core Services
 - Server admin help for server setup, accounts management, software installation troubleshooting, etc.
 - Software Development
 - Lightweight Omeka support (in light of *War of 1812* customizations)
 - Support from Metadata Resources & Systems
 - Setup of metadata creation workflows
 - Support from Digital Collections Services
 - Setup digitization workflows, Image Collection Online, Archives Online, etc.
- Some percentage of base-level support will be required from other units such as IU Archives for identifying and gathering additional resources
- The IU Libraries assumes responsibility for the digital archive and the blog documenting the project through the project's completion in 12-18 months time (phase 1). At that point, the Libraries will assess the project, including relevant documentation, to determine ongoing sustainability of this project.
- We will strive to follow a "train the trainer" curriculum
- **We can screw up and it'll be ok because it's a *learning* project by us, for us!**

Constraints and Boundaries

- Partners are expected to contribute within reason to the training and/or support the research needs of the project team. We anticipate the following groups will help us along the way:
 - IU Press
 - IU Archives
 - Center for the Study of History and Memory
 - UITS GIS Group
 - Library Technologies: User Experience and Digital Media Services
 - Others as needed
- Staffing and Resources
 - Digital Collections Services base time for setting up the needed services
 - Michelle Dalmau
 - Julie Hardesty
 - Nick Homenda
 - Library Technologies base time for setting up the technical environment
 - Will Cowan
 - Brian Wheeler
- Technical
 - Libraries' servers need to be accessed by a greater group of project partners; security concerns need to be addressed.
 - The diverse nature and amount of the materials to digitize will require special scheduling of the digitization lab.

Organization

- Project Leaders
 - Angela Courtney, Project Manager
 - Michelle Dalmau, Project Manager
 - Lou Malcomb, Project Advisor
 - Dina Kellams, Project Advisor
- [Project Team](#)

Communication

Project members will make every effort to keep in regular contact by email or other electronic means including:

- the project wiki space

- email
- Lync for instant messaging

See [Research Now: Team Members and Communication Protocols](#) for more information.

Deadlines

Project members will make every effort to attend training sessions, workshops, and meetings as arranged. If unable to attend, they will communicate this to the project leads as soon as possible. Project members will jointly establish and attempt to meet milestones and deadlines set for this project. **Our goal is not to launch with a comprehensive or "finished" web site, but instead to visit every step in the digital research process.**

Credit

When referring to individual contributions, a team member can speak of that contribution as theirs. When referring to the whole project, team members should always credit the team. We encourage everyone to share with the team when they make public mentions of the project.

When the project is completed, the team will work together to promote the process and project.

Acknowledgments

This project scope statement is in part influenced by [The Developing Librarian Project Charter](#), an initiative of the Columbia University Libraries.

1 <http://bl-libg-doghill.ads.iu.edu/gpd-web/iulibraryhistorysite/index.php> and <http://www.libraries.iub.edu/index.php?pagelD=5434>