

INFORMATION HUB DEVELOPMENT COMMITTEE PROJECT PLANNING

Mission: Provide integrated access to information regardless of format, nature, or location

1. Keep abreast of the latest developments and trends for information hubs
 - A. Investigate potential partnerships with *epixtech* and other vendors
 - B. Search the web to see what other sites exist thereby avoiding competition and duplicating services already available
2. Goals and Objectives
 - A. Identify unique services/functions that we will offer
 - B. Define levels of multi-institutional cooperation
 - C. Establish our goals and anticipated end results
 - D. Determine market niche for inclusion in a marketing plan
3. Establish standards/guidelines for metadata to administer, store, and retrieve data
 - A. Data to be provided by the Metadata Task Force
4. Work with DALNET Systems staff to develop system architecture and develop models for the various types of databases
 - A. Detail developmental stages
 - B. Evaluate hardware and telecommunications infrastructure requirements
 - C. Examples include:
 1. Events calendar
 2. Statistical information (Census)
 3. Databases
 4. Images
 5. Video/Sound
 6. GIS
 7. Text/links to collections/links to websites
5. Identify projects for the presentation of information on the Web
 - A. Survey
 1. Develop survey instrument
 2. Formally distribute twice per year
 3. Distribute to
 - a. DALNET Project Managers
 - b. DALNET Board of Directors
 - c. IHDC Subject Task Forces
 - d. Other
 - B. Establish Priorities for Project Selection
 1. Unique Content
 2. Added value to exiting project
 3. Importance to DALNET members

4. Ease of Development
- C. Establish subject content of the Hub
 1. Examples might include:
 - a. Transportation
 - b. Community Health
 - c. Culture and Arts
 - d. Economic Development
 - e. History
5. Monitor staffing implications and the impact on ongoing Horizon system
 - A. Evaluate staffing needs to implement system at each stage
 - B. Determine the central staff needs for projects and ongoing support
 - C. Explore what can be outsourced
6. Work with appropriate Board Committees to clarify and/or develop options for DALNET membership.
 - A. Establish the relationship of the Information Provider with DALNET
 - B. Identify the responsibilities on both parties
 - C. Determine what services will be offered to Information Providers as distinct from full DALNET Members
 - D. Determine how priorities will be set for the selection of Information Providers where there will be limits on the number that can be handled
 - E. Devise written documentation clarifying DALNET's and Information Provider's agreements for:
 1. Publishing data
 2. Copyright ownership
 3. Access charges for public usage, if any
 4. Firewall protection
 5. Services DALNET may offer to information providers
 6. Standards/guidelines/best practices for data storage and retrieval
 7. Access to DALNET Digitization Lab
 8. Advice on locating acceptable contractors to set-up database
 9. Advice on pursuing funding/inclusion in other DALNET grants
 10. Access to DALNET Office staff
 11. Training in:
 - a. Operating equipment
 - b. Maintaining database
 - c. Horizon system, as needed
7. Work with Finance and/or Grants Committee to develop budgets and fund the Information Hub and projects
 - A. Determine the direct and indirect (in staff and time) costs for each of the activities in this plan.
 - B. Determine charges for the information provider
 - C. Investigate funding and grant options

- D. Study options for "indirect" funding-- in the case of a potential information provider that has little money available, it may be possible to find a DALNET member with similar interests and resources to form a funding partnership
- E. Establish price structure for storing Hub Databases
 - 1. Determine the principles for charging DALNET members and information providers
 - 2. Decide if charges for maintaining Hub databases will be shared by all DALNET members and/or participants
 - 3. Establish line of responsibility for fund raising and tracking grant progress.

This is a complete list of all the members of the task forces that have had changes in their membership

Media Booking

Eric Jacobs, UDM - chair
Sharon Phillips, WSU
Jim Flaherty, WCCCD
Cindy Harris, MCC
Debbie Antoni, MCC
Adriene Lim, DALNET

Metadata Task Force

Will Cromwell-Kessler, DPL - chair
Donna Roe, UDM
Mary Galvin, DIA
Don Golodner, Reuther
Fran Krempasky, WSU
Mary Ann Sheble, OCC
Anaclare Evans, DALNET

Children's OPAC

Sandra J. Bialic, DPL - chair
Paula Bedouin, DPL
Ruth Biersdorf, DPL
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Ann Marie LaPrise, DPL
Kerry Sanders, DPL
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