

## **Planning for the DALNET Information Hub Summary Document**

The DALNET Information Hub is an evolving collection of electronic resources that meets the criteria of our collection development statement and is accessed through the common Im@gine <<mailto:Im@gine>> interface.

This document, the "Project Plan for Information Hub" is an attempt to define the work that needs to be done by DALNET Staff and DALNET Members, Task Forces and Committees, including the IHDC. The IHDC and the DALNET Director will use this plan in facilitating the work to be accomplished and the specific assignment to be made. It is not intended to be a detailed step-by-step plan. That will come in the forms of procedures and policies as this process evolves.

Key elements of this plan are:

Introduction and background information

Collection development plan

Process for soliciting and approval of projects

Search and retrieval issues

Database standards

Education, communication, and training

Marketing, publicity and public relations

Issues related to system integration- hardware and software

Collection access issues [Legal issues]

Staffing requirements

Grants and financial resources

This document is intended to be an outline, not a roadmap. Project plans and specific details will be developed as this process evolves. These will give the fine details with timelines and milestones. Some of this work is already underway while other tasks will need to be assigned to a task force or committee, at the direction of the DALNET Director and Board and in conjunction with the IHDC.

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## Project Plan for Information Hub

### I. Introduction

The Committees' role is to guide the realization of the DALNET Information Hub.

#### **Current Status**

DALNET has two image databases developed by the University of Detroit Mercy. The metadata records are in Horizon and make use of a modified MARC record structure. They are stored on one of the DALNET Central Site Production Servers. The Images are stored on a server at the UDM. These two databases are searchable via individual WebPACs available through the DALNET Im@gine Web Site.

While the current approach of loading records for digital images into Horizon provided DALNET a good starting point, the process has some significant limitations and impacts, including:

- 1) takes up space on Horizon servers;
- 2) requires DALNET central-site staff to upgrade databases each time they upgrade Horizon;
- 3) requires the use of MARC-like records;
- 4) requires catalog training in Horizon for data entry;
- 5) does not make use of new technologies.

#### **Goal**

*To have an array of databases comprised of images, multimedia, marked-up text, finding aids, statistical and numerical resources, etc. These databases will not be restricted to the MARC record format. Access to the information in these databases will be available through a unified search engine capable of retrieving information across all selected resources. Some of these databases will be stored at a DALNET Central site server, while others may be stored remotely.*

## II. Collection Development Plan

### Goal

*To have a collection development plan that includes a set of criteria for selecting Hub projects. Some of the criteria will depend on standards and system architecture constraints that still must be determined. Other areas that will impact decisions are the collection access issues, and the relationship of the sponsoring organization(s) to DALNET. These criteria will be entered into an evaluation or decision-making matrix. The IHDC surveys will be used to solicit project ideas. By applying the selection criteria to the results, projects will be recommended for implementation to the DALNET Board.*

### A. Criteria for evaluation

#### 1. Subject content and demand

- a. Resources will have a Detroit and/or Southeastern Michigan connection
- b. Materials of relevance or interest to DALNET members
- c. [Elaborate on subject areas being sought for cooperative resource sharing??]
- d. Uniqueness, not duplicating existing collections
- e. Intrinsic value for research beyond the scope of SE Michigan
- f. Content is static or dynamic with plans for updating
- g. Subjective purpose of the collections (i.e. Holocaust denial)

#### 2. Ease of development

- a. Progress on the project to date
- b. Progress towards digitization
- c. State of the collection's organization
- d. Inclusion of metadata
- e. Project requirements match existing or available DALNET equipment and expertise
- f. Timing for the project fits into DALNET scheduling

#### 3. Financing

- a. Funds from sponsoring organization(s)
- b. Grant availability or potential to attract funding
- c. Cost savings potential via a cooperative venture

#### 4. Legal ramifications

- a. Copyright status, rights, and permissions for electronic transmission of database content

- b. Licensing issues for software to build and operate database
  - c. Proprietary access restrictions [negative factor]
  - d. Requirement for charging users [negative factor]
  - e. DALNET membership status of sponsoring organization(s)
5. Preservation and enhancement of intellectual access
- a. Digitization will increase access to source material content for posterity
  - b. Digitization will improve demand for source content (create new audience? indexing increases use?)
  - c. Current technology yields adequate image quality
  - d. Digitization process will/will not adversely affect the source materials (Necessity for the use of surrogates?)
6. Database support and technical feasibility
- a. Technical infrastructure exists to create, manage, and deliver the database
  - b. Staffing exists to create, manage, and deliver the database (Is it clear who will assume responsibilities?)
  - c. Database would assist in the development and learning curve for implementing future Hub databases
  - d. Database can be contracted out for development or done in-house
  - e. Transportability of database for future (if we change systems, will it be easy to migrate?)
7. Intellectual control and ease of use
- a. Database subject content would be organized in a way suited to online use with adequate indexing, metadata, finding aids, etc.
  - b. Digital files are of a manageable size and format to be useable by patrons

## **B. Process for Solicitation and Approval**

### **Goal**

*To develop a fair and equitable process to identify, evaluate, approve and fund digitization proposals/projects. To develop written procedures to use with clear communication practices that should facilitate this process.*

- 1. Process for soliciting projects
  - a. Establish process for soliciting projects from DALNET member's libraries/institutions

b. Establish process for soliciting projects from non-DALNET members

2. Determine evaluation criteria

a. *See Section II*

b. Adapt tested practices that apply  
(*see attached Reference List*)

3. Determine who evaluates the proposals/projects

*To be determined*

4. Determine who has final approval

*To be determined*

5. Procedures for communication about decisions on proposals/projects

*To be determined*

6. Identify when to seek applicable grants and funding programs  
(*see Section X*)

7. Clarify any legal issues

### III. Search and Retrieval Issues

#### Goal

*Secure a search engine and user interface that will allow users to search across the various Hub databases in an integrated fashion. Present the results of searching potentially heterogeneous sources in an intelligible and easy to use fashion. Such an interface should also permit users to limit searches to specific databases using the vocabulary native to that resource. Until integrated searching is available, the HUB and its representative Task Forces must seek to guide HUB developments along a path that will permit easy transition from limited to more complete iterations of the desired, integrated HUB interface.*

#### A. Investigate current search engines

1. Informal information gathering
2. RFIs (Request for Information), etc.

#### B. Determine where and how epixtech development fits into IHDC strategy

#### C. Sponsor initial IHDC prototype databases that address technical issues and which demonstrate alternative data strategies.

1. Health Sciences Calendar—will demonstrate a way to present community service data
2. UDM Shipping Database—will demonstrate integration of Multimedia with Horizon based MARC data
3. Projects that demonstrate other responses to technical and organization questions will be identified via survey of members.

#### D. Articulate a critical path based on investigation and experimentation that will chart the way to integrated retrieval of HUB documents and describe development interim stages.

## IV. Database Standards

### Goal

*Identify and adapt current and evolving data standards that can be utilized to provide a framework for description of Information Hub resources in a fashion that is compatible with the critical path identified for the Information Hub development and that will provide a migration path as the system evolves.*

### A . Data elements

1. Define a semantic data element set (a) that will accommodate print, manuscript, image, moving image and sound files as well as diverse subject disciplines.
2. Provide mappings to currently accepted data standards for the DALNET data dictionary elements.
3. Identify preferred binding mechanisms to carry the data in an integrated environment (e.g., XML, HTML)
4. Construct simplified data entry guidelines that can be easily used by non-library data entry staff if necessary.
5. Contribute to the construction of easy to use Web-based or other data entry templates for description of print, manuscript, image, moving image and sound materials.
6. Address data issues specific to intelligible retrieval of resources:
7. Recommend indexing and retrieval parameters for the Information Hub databases in the context of the interim and potential information architecture
8. Recommend ways to handle levels of hierarchy and granularity within and across databases.
9. Recommend authority control mechanisms in a diverse data environment.

## V. Education, Communication, and Training

### Goals

*To stay abreast of the latest trends related to digitization and methods for integration of multiple file types for developing the Information Hub, to keep DALNET members informed.*

*To conduct training for the purpose of successfully creating and using Im@gine databases.*

A. IHDC will seek to educate itself, through literature, web reviews, optional use of consultants and travel to sites using the latest techniques

1. All task forces and committees reporting to the Hub will inform the IHDC of latest trends and developments along with their recommendations for action.
2. The IHDC will hold information sessions for the DALNET Board and/or other DALNET member staff to give background information related to IHDC suggestions for options.
3. The IHDC will periodically bring issues with background instruction to the DALNET Board and will include liaisons from other DALNET committees for the purpose of cross-communication.
4. Provide training for the following:
  - a. Operating equipment
    1. Training in the use of new equipment, especially that in the Digital Laboratories will be provided by the host institutions to members using the equipment.
    2. If there are training needs that cannot be met locally, the host institutions can request funding assistance from DALNET to train those who will be responsible for training others.
  - b. Maintaining databases
    1. As new databases are developed, especially those using database structures other than Horizon, members will need to be trained in their development and maintenance.
    2. Members who develop expertise in particular database structures are encouraged to share this with other DALNET members.



c. Understanding and using the Horizon system as needed

1. Training in the use of Horizon for non-bibliographic databases, for example, UDM's Great Lakes Shipping Collection will be made available to members who develop MARC-based databases in Horizon.
2. Understanding metadata and other database structures

## **VI. Marketing , publicity and public relations**

### **Goal**

*To include the Hub projects and opportunities as an important part of the DALNET marketing plan and efforts.*

- A. Marketing the Hub to potential project participants should follow overall DALNET marketing strategies, which need to be distinctly articulated by the Board.
- B. Announcements about DALNET Hub grants and new databases may be used to publicize DALNET.
- C. Members should use the opportunity to promote DALNET internally within each of the parent organizations by soliciting project proposals and demonstrating the benefits of the Hub.
  - 1. The IHDC will market to DALNET members, affiliates, and through subject-oriented task forces.
  - 2. Terms, which may be offered to potential project participants, should be clarified. (See Collection Access Issues).

## **VII. Issues related to System integration – Hardware and Software**

### **Goal**

*DALNET needs to identify the hardware and software requirement for the central server sites, other server sites, scanning workstation requirements, and access workstation requirements. These recommendations should make use of technologies that will provide us with a migration and/or upgrade path wherever possible.*

- A. Identify hardware requirements for server(s)
  - 1. Central sites
  - 2. Member sites
  - 3. Affiliate sites
- B. Workstation requirements
- C. Hours of availability of non-central sites servers
  - 1. Back up copies of databases and servers
  - 2. Downtime for maintenance
  - 3. Firewalls and access limitations
- D. Policies for staffing and use of DALNET digitization labs
- E. Coordination of equipment purchased for DALNET digitization labs
- F. Support the migration of data to new technologies
- G. Oversee the integration of systems

## **VIII. Collection Access Issues [Legal Issues]**

### **Goals**

*To clarify the legal issues related to DALNET membership and Hub project participants and apply findings.*

*To clarify the nature of affiliate membership and Hub project participant members*

*To establish costs and charges for DALNET Hub services for each member category.*

*To clarify the steps to determine copyright, proprietary obligations, responsibilities for DALNET and member services (including firewalls).*

*To establish and maintain legal agreements related to vendors, contracting, other licensing arrangements, and grants for the Hub.*

## **IX. Staffing Requirements**

### **Goal**

*DALNET Staff – both systems integrators and librarians will be required to perform training, implementation, and administration of HUB databases. At the same time DALNET staff are also focused on on-going Horizon operations. Staffing resources must be monitored to insure that they are sufficient and that DALNET priorities are being met.*

- A. Staffing requirements at central sites
- B. Staffing requirements at project sites
- C. Knowledge of standard in metadata and digitization

## **X. Grants and Financial Resources** *(per Board of Directors Grants Committee)*

### **Goal**

*It is unlikely that DALNET will be able to establish new databases without additional funding from new sources. A grants process will allow us to greatly increase the number of resources available in the HUB. Some funding for the HUB will come from DALNET resources.*

- A. Identify project that are suitable for Grant funding
- B. Establish process for making requests to DALNET Board and/or Grants Committee
- C. Identify process for approval
- D. Clarify role of Grants Committee - provide written charge
- E. Grant writing or endowment process is initiated
- F. IHDC is kept informed of the status

## XI. References

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