Project Plan for Information Hub

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.

Goal: To have an array of databases comprised of images, multimedia, marked-up text, finding aids, statistical and numerical rescues, 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 of selected resources. Some of these databases will be stored at a DALNET Central site server, while others will be stored remotely.

The limitations of the current approach.

Task required accomplishing the goal:

A. Collection Development Plan
Goal: The collection development plan will consist of the list of criteria for judging acceptance of Hub projects. The criteria that would be most heavily weighted should be indicated. Some of the criteria will depend on standards and system architecture constraints that still must be determined (see other sections in this plan). Other areas that will impact decisions are the collection access issues, and the relationship of the sponsoring organization(s) to DALNET (all of which are addressed in other sections of this plan). These criteria will be set into an evaluation or decision-making matrix. Further, the IHDC will create surveys to solicit project ideas and, by applying the selection criteria to the results, recommend projects for implementation to the DALNET Board.

Possible 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
    [elaborate on subject areas being sought for cooperative resource sharing??]
    C. Uniqueness, not duplicating existing collections
    D. Intrinsic value for research beyond the scope of SE Michigan
    E. Content is static or dynamic with plans for updating

2. Ease of development
    A. Progress on the project to date
        1) Progress towards digitization
        2) State of the collection's organization

3) Inclusion of metadata

B. Project requirements match existing or available DALNET equipment and expertise

C. Timing for the project fits into DALNET scheduling

D. Financing

    1) Funds from sponsoring organization(s)

    2) Grant availability or potential to attract funding

    3) Cost savings potential via a cooperative venture

3. 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) See G. Collection Access Issues below.

4. 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?)

5. 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?)

6. 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

7. Intent of Collection
(e.g. Holocaust denial)

B.   Database Standards
Goal: Identify and adapt current and evolving standards that can be

utilized to provide a framework for description of Information Hub Resources, provide for search and retrieval capabilities and provide a migration path as the system evolves.

1. Define a semantic data element (a DALNET data dictionary) set that will accommodate print, manuscript, image, moving image, and sound files.

2. Provide mappings to specified data standards for this DALNET data dictionary elements

3. Define XML and/or HTML mechanisms to communicate these data elements

4. Construct simplified data entry guidelines that can be widely and easily utilized 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 that will incorporate data entry guidelines.

6. Recommend indexing and retrieval parameters for the Information Hub databases (in the context of current and potential information architecture).

7. Recommend ways to handle levels of hierarchy and granularity for records within databases between records in different but related databases.

8. Recommend authority control mechanisms and/or guidelines.

C. Search and Database Retrieval Issues

Goal: DALNET seeks a Unified search engine across all of its database offerings. Currently no single vendor has a product that meets this need. DALNET needs to study the services available and those that are forthcoming, and determine how these products will interface with epixtech strategic direction. We also need to see how we present this information to the public form the Im@gine web-site and from our local catalogs.

1. Educate ourselves on search engines available
2. Determine how and where *epixtech* development fits into our strategy

D. Serve as a point of Education and Communication about Hub Issues to DALNET

Goal: To stay abreast of the latest trends and developments related to digitization and methods for integration of multiple file types for developing the Information Hub and to keep DALNET members informed. Towards this end:

1. IHDC will seek to educate itself, through literature and web reviews, optional use of consultants and travel to sites using the latest techniques (travel to Bath is a must! http://www.maths.bath.ac.uk/BATHCITY/bath_city_main.html). ;)

2. All task forces and committees reporting to the Hub will inform the IHDC of latest trends and developments along with their recommendations for action.

3. From time to time the IHDC will hold information sessions for the DALNET Board and possibly for other DALNET member staff to give background information related to IHDC suggestions for options. If a new database is added to the Hub, training sessions will be sponsored by the IHDC on how to use them.

4. 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.
[Note: maybe integrate section on education with section on training?]

E. Vehicle for Marketing and Publicity
Goal: The Hub projects and opportunities to participate become an important part of the DALNET Marketing plan and efforts.
1. Marketing the Hub to potential project participants should follow overall DALNET marketing strategies, which need to be distinctly articulated by the Board.
2. The IHDC will market to DALNET members, affiliates, and through subject-oriented task forces.
3. Terms, which may be offered to potential project participants, should be clarified. See G. Collection Access Issues below.
4. Announcements about DALNET Hub grants and new databases may be used to publicize DALNET.

F. Identify 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.
  1. What are hardware requirements for server(s)
     a.   Central sites
     b.   Member sites
     c.   Affiliate sites
  2. Workstation requirements
  3. Hours of availability of non-central sites servers
     a. Back up copies of databases and servers
     b. Downtime for maintenance
     c. Firewalls and access limitations
  4. Policies for staffing and use of DALNET digitization labs
  5. Coordination of equipment purchased for DALNET digitization labs
  6. Support the migration of data to new technologies
  7. Oversee the integration of systems

G. Collection Access Issues [Legal Issues]
Goal: To clarify the legal issues related to DALNET membership and Hub project participants and apply findings.
1. To clarify the nature of affiliate membership and Hub project participant members
2. To establish costs and charges for DALNET Hub services for each member category.
3. To clarify the steps to determine copyright, proprietary obligations, responsibilities for DALNET and member services (including firewalls).

4. To establish and maintain legal agreements related to vendors, contracting, other licensing arrangements, and grants for the Hub.
5. Follow through with findings.

H. Staffing Requirements

Goal: DALNET Staff – both systems integrators and librarians will be required to work 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.
   1. Staffing requirements at central sites
   2. Staffing requirements at scanning sites

I. Grants and Financial Resources – David Murphy will write

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.

J. Development and Prototype Databases

Goal: DALNET member's and staff working in HUB projects needs opportunities to work with new technologies and projects to determine they suitability for incorporation into the HUB.
   1. Ameritech Grant
      a. Health Sciences Calendar
      b. Cultural?
      c. Economic Development?
   2. Multimedia in UDM Shipping database
   3. Survey and Identify Projects

K. Training

Goal:
   1. Operating equipment
   2. Maintaining databases
   3. Horizon system, as needed
   4. Metadata and other database structures

L. Coordination with other Organizations
Goal:

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November 29, 2000
Revised 12/8/00
Revised 12/22/00