

Digital Collections 2012-2013 Goals

Library Goal: Responsibly manage, develop and preserve physical and digital collections that support the evolving curricular and research needs of the University.

1. Continue development of a Fedora based digital repository of institutional materials and digital collections.
 - a. Activities
 - i. Create content models and convert administrative forms and request forms to use Fedora's storage model.
 - ii. Create migration plan to be instituted in 2013-2014.
 - b. Criteria for success
 - i. Activities listed above completed by June 2013.

2. Respond to preservation and curation activity recommendations as communicated in the Digital Preservation Task Force report (as revised by Chang 3/2012).
 - a. Activities
 - i. Met with representatives from the School of Art & Design to identify content for retention and develop a retention schedule.
 - ii. Automate back-up of EAD Collections Guides.
 - iii. Investigate the enhancement of preservation metadata in repository records via a full implementation of PREMIS.
 - b. Criteria for success
 - i. Content identified and schedule developed by March 2013.
 - ii. EAD Collection Guide back-up process automated by December 2012.
 - iii. Investigation completed and implementation plan developed by June 2013.

3. Migrate or re-digitize University Archives photo database for inclusion in repository.
 - a. Activities
 - i. Ingest of UA photos.
 - b. Criteria for success
 - i. Images made available by May 2013.

4. Develop guidelines for use of newly acquired audio digitization workstation and complete pilot project focusing on an oral history collection.
 - a. Strategies
 - i. Set up work station and develop guidelines for use.
 - ii. Develop and complete pilot project to digitize an oral history collection.
 - b. Criteria for success
 - i. Work station set-up and guidelines developed by December 2012.
 - ii. Pilot project completed by June 2013.

5. Complete conversion of the access images in the Daily Reflector Image Collection to the JPEG2000 standard to provide access to higher quality files online.
 - a. Activities
 - i. Maintain workflow based on the ENCDL migration for derivative creation and access.
 - b. Criteria for success
 - i. All derivatives available by December 2012.

6. Complete trailing projects in the Digital Collections request queue.
 - a. Activities
 - i. Trailing projects in the queue evaluated for nearness to completion.
 - ii. Develop plan to finish trailing projects.

 - b. Criteria for success
 - i. Evaluation made and completion plan developed by September 2012.
 - ii. Queue cleared of all trailing projects submitted before January 2012 by May 2013.

7. Enhance the content and functionality of the University Timeline with input from the faculty and staff of University Archives.
 - a. Activities
 - i. Add text written by University Archives to help further contextualize items displayed.
 - ii. Add text timeline developed by University Archives.
 - b. Criteria for success
 - i. Activities listed above completed by December 2012.

8. Form a Digital Collections Advisory Committee to assist with prioritization of future projects.
 - a. Activities
 - i. With input from University Archives, Special Collections, North Carolina Collection , and Joyner Administration, develop a charge and form a committee.
 - b. Criteria for success
 - i. First meeting held by December 2012.

9. Investigate feasibility and cost of outsourcing some digitization activities
 - a. Activities
 - i. Compile information on vendors/formats/pricing for potential outsourcing of some digitization activities.
 - ii. As part of above compiling, identify holdings that are good candidates for outsourcing.
 - b. Criteria for success

- i. Information compiled and best practices for outsourcing developed by December 2012.