

University of Maryland Libraries Digitization Initiatives Committee Charter

Mission

The Digitization Initiatives Committee aims to collect and document proposed outsourced digitization projects across the UMD Libraries, match these projects with available or proposed fiscal resources, and prioritize the projects. Projects will be prioritized based on available fiscal resources, Libraries strategic initiatives, division priorities, and available staff resources for the specific projects.

Problem Statement

The Libraries do not have a separate digitization operations budget for digitization projects that must be outsourced to vendors (determined by volume, format, condition, etc.). Budgets currently exist in other departments which can be used for digitization for preservation and mass bound volume digitization. The annual total funding requests could inform the decision to create a future digitization operations budget for the Libraries.

Scope

This committee will:

- Provide guidance on digitization project proposals
- Provide guidance on funding resources
- Distribute an annual call for digitization project proposal submission
- Develop a matrix to determine the prioritization of projects
- Match digitization projects to available funding resources
- Provide information on alternative potential funding resources
- Submit annual funding requests to the Library Resources Group for approval
- Submit semi-annual progress reports to the Library Managers Group

This committee will not:

- Lead fundraising activities (Development)
- Write grant applications (collection or technical experts)

Membership and Responsibilities

Membership

The group consists of members from each library division, to better represent interests within those divisions:

- Digital Systems and Stewardship: Robin Pike, chair
- Administration: Heather Foss
- Collection Management and Special Collections: Joanne Archer
- Public Services Division: Lara Otis
- Technical Services Division: Carla Montori

Responsibilities

The Digitization Initiatives Committee plans to:

- Develop a business model for outsourced digitization at the UMD Libraries

- Match prioritized digitization projects to fiscal resources via:
 - Project proposals
 - Annual schedule for accepting project proposals
- Work with division heads to prioritize divisional projects
- Review project proposals, and prioritize in terms of:
 - Libraries Strategic Plan priorities
 - University priorities
 - Divisional priorities
 - Department priorities
 - User demand
 - Preservation needs
 - Local/Regional/National Significance (Value)
 - Libraries space planning
 - Available fiscal resources
 - Internal
 - External
 - Potential fiscal resources
 - Internal
 - Donations
 - University Colleges/Schools/Departments
 - Partnerships
 - Grants
 - Other
 - Resources to dedicate to project
 - Staff
 - Appropriate level of resource description
 - Necessary preservation actions
 - Copyright, privacy, or other permissions
 - Project management
 - Digital preservation needs
 - Other
- Develop a communication and reporting plan to the Libraries
- Provide annual requests to LRG for outsourced digitization projects for the next fiscal year (annual digitization operations budget)
- Provide semi-annual progress reports to Library Managers Group
- Create a proposal for separate fund or endowment specifically for digitization initiatives, where separate donations can be combined
- Inform DCMR of resources available for mass digitization, and a potential, annual project schedule

Communication and File Management

The committee will maintain a Basecamp project for discussions and task management, use Outlook Calendar to plan meetings, and Google Drive for sharing and editing files.

Objectives

The UMD Libraries seek to build a sustainable, cost-effective business model for outsourced digitization through the development of:

- The Digitization Initiatives Committee
- Committee charter and other guiding documents
- Definition of a project proposal
- Streamlined project proposals (project proposal template)
- Annual schedule for accepting and reviewing project proposals
- A flexible infrastructure to accommodate off-schedule prioritized projects
- Collection and format-agnostic prioritization guidelines
- Financial resource availability calendar
- Communication and reporting plan to the Libraries
- Semi-annual progress reports to the Library Managers Group
- Annual financial request/report to the Library Resources Group
- Proposal for a Libraries digitization operations fund
- Proposal for separate fund or endowment specifically for digitization initiatives

Created by Robin C. Pike (Chair), Joanne Archer, Heather Foss, Eileen Harrington, and Carla Montori, Digitization Initiatives Committee members, August 2013