Project Proposal

For more information or guidance please see the host requirements, project examples and project characteristics as found on the NDSR website.

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Date Submitted

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Submitted by:

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Project Proposal Title

Bring it All Home: Building Digital Preservation Processes for Digital Preservation Platforms

Project Summary
(provide 2-3 sentences summarizing the project)

This project entails designing, testing, implementing, enhancing and evaluating the existing and new processes and workflows which will be used at Georgetown University Libraries, in order to consolidate all their digital assets from various sources and repositories and prepare them for ingesting into APTrust and HathiTrust preservation platforms. The project involves coordination and work with the Library's software development team and with various departments across the Library.

Specific Goals and Objectives
(identify goals and objectives to be completed by end of residency)

This project will be a sum of 3 different phases. The first phase will require the resident to familiarize themselves with the existing processes and workflows, document them and evaluate them, while also learning about the role of the different departments and positions involved with digital preservation at Georgetown University Libraries. The second phase will involve identifying and developing new workflows and processes for ingest of digital assets from new and other sources into the digital preservation repositories, using both the locally developed tools at the Library and the workflow recommendations from the receiving platforms. The third phase will involve documenting all the workflows and ensuring that the project requirements have been completed, evaluated and any course correction has been recommended for sustainability.

Goals

1. Work with the mentors to identify existing workflows and ingest materials using those workflows.
2. Document the workflows and identify enhancements as appropriate. All documentation will be versioned on the library's internal documentation wiki.
3. Coordinate with other library and university departments to identify other sources, and establish permanent and temporary locations for storage of the materials as assets are prepared for ingest to the digital preservation platforms.
4. Configure, develop, test, and implement in coordination with the mentors and software development

Timeframe and Deliverables
(provide a quarterly breakdown of assignments and deliverables necessary to complete objectives)

Months 1-3: Coordinate with the mentors to perform preliminary review of existing workflows, goals for digital preservation, and processes. Initiate meetings with the software development team and other departments within the library who are involved in digital preservation. Document initial workflows and using the documentation, prepare a series of package ingest for the first source of digital assets. Ingest the created packages into the platforms.

Months 4-6: Coordinate with the mentors on identifying other storage sources. Design processes and workflows, working in conjunction with the software development team, to submit digital assets. Test the ingest processes, document results and if successful initiate ingest of all the digital assets. Design several different workflows to interface with the different sources. Work with the metadata unit to coordinate metadata development which would be pooled in with the creation packages. Document all the workflows and processes and provide recommendations for improvement, if necessary.

Months 7-9: Track ingest packages/bags, and develop methodologies to document and record the submissions for future audits and checks. Continue using the developed ingest workflows for

Resources Required
(identify any resources necessary to complete the project)

- Personal and collaborative working space for the Resident.
- Computer with appropriate software and tools.
- Phone line
- Georgetown ID
- Logins into the various platforms and systems.

Context
(provide a narrative statement explaining the project – no more than 500 words)

Georgetown University Library runs a very robust digital repository, DigitalGeorgetown, based on the DSpace platform. The Library also has a very robust processes for digitizing internally and through vendors their digital assets from specialized collections. The Library has a digital preservation policy which details the different preservation plans and strategies for different sets of digital assets. Using this policy document as foundation, the Library recently became members of APTrust and HathiTrust, with the vision of using these platforms as preservation repositories. Georgetown University Library actively supports national and international efforts to make openly accessible scholarly assets of the institution available to the research community but also be preserved for posterity.
The scope of the project is for the resident to work with the strategy document and with the platforms to develop workflows and processes that help the Library ingest their digital assets for preservation into the designed platforms. The Library already has a local sets of tools and processes developed for ingest into APTrust and has established some workflows.
This project will provide the resident with practical experience in designing, implementing and enhancing workflows for different set of digital asset sources and submit them into varied digital preservation platforms. Participation in this project will involve the Resident to work with the Technical Development team which includes software developers and systems administrators and subject matter experts with digital librarians, scholarly communication librarian, preservation and special collection librarians, hence gaining technical skills. The resident will also gain project management and organizational expertise and skills while they are designing processes in coordination with other librarians and subject matter experts and working with the software development team to complete the design workflows. It will involve

Required Knowledge and Skills of Resident
(identify requirements necessary to successfully complete the project – technical skills, educational background, specialized experience, etc.)

- Graduate Degree in Library Information Science, Information Technology, Archives, or equivalent from an institution of higher education
- Knowledge and familiarity with digital preservation strategies
- Strong computer navigation and learning skills.
- Strong written and oral communication skills
- Experience in digital libraries or services
- Understanding of OAIS reference model, preservation metadata standards such as PREMIS or METS

Preferred Knowledge or Experience of Resident
(identify preferred knowledge or experience – technical skills, educational background, specialized experience, etc.)

- Familiarity with APTrust or Hathitrust or another digital asset preservation platform.