



World Bank Group Archives

NDSR Project eArchives: Memory of the World Bank

<i>Goal Summary</i>	Facilitate and coordinate the World Bank Group's eArchives digitization project, under the direction of World Bank Staff, resulting in the creation of an institutional asset – a digitized and catalogued historical collection of key archival materials representing over 60 years of global development work and experience.
<i>Specific Goals / Objectives</i>	<p>Identify challenges of the project to management in an environment of reduced funding and increased demand.</p> <p>Develop and implement a methodology for the digital preservation of master files.</p> <p>Collaborate with Access to Information (A2I) review team to ensure steady availability of disclosed materials for digitization.</p> <p>Identify, evaluate and recommend options for publishing content online (including migration from pilot project site).</p> <p>Depending on funding, either: A) obtain equipment, hire staff and establish staging area for digitization; or B) prepare Statement of Work (SOW) for contracting digitization to third-party vendor.</p> <p>Oversee file assembly, metadata population, QA and online publishing of digitized materials</p> <p>Make recommendations for a marketing campaign</p>
<i>Timeframe & Deliverables</i>	<p>Overall 8 months</p> <p>Months 1 through 4:</p> <ul style="list-style-type: none">- Evaluate progress of pilot, existing guidelines and challenges- Identify areas for improvement, through process change and/or implementation of additional software tools- Create recommendations for Web Publishing replacement for approach used for pilot, including plan for migration of existing content already published- Prepare SOW for contracting digitization to third-party (depending on funding)- Oversee in-house digitization staff, equipment, QA and online publication of digitized materials as necessary <p>Months 5 through 6:</p> <ul style="list-style-type: none">- Propose process modifications to improve speed of A2I review, QA, and online publication of materials- Facilitate implementation of Web Publishing replacement- Design and propose marketing campaign- Coordinate with third-party to digitize materials (depending on funding)- Oversee in-house digitization staff, equipment, QA and online publication of digitized materials as necessary <p>Months 7 through 8:</p> <ul style="list-style-type: none">- Evaluate long term digital preservation plan for master TIFFs and PDFs. Prepare report on plan and requirements to ensure long term preservation.- Make recommendations for a marketing campaign



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- Coordinate with third-party to digitize materials (depending on funding)
- Oversee in-house digitization staff, equipment, QA and online publication of digitized materials as necessary

Resources Required

Electronic Archivist, Technical Project Lead and Mentor (J. Kramer-Smyth);
Senior Service Lead, Advisor to project (Arleen Cannata Seed);
Access to select staff from within the World Bank Group Archives.

Context

The World Bank Access to Information Policy (A2I) creates an environment for the opening of Bank records to the public. At present the Bank manages a vast Archive which is primarily paper-based and which is only accessible to the few, selected researchers who physically visit the Archives in Washington. In order to make the holdings more accessible to the public, the Bank must transform the way it manages the Archives and make its vast resources available in a way which serves the whole world and not just a few. At present, this is not possible because the materials are mostly locked away in boxes preserved in an underground repository. In order to make these materials accessible, they need to be presented in a different format (i.e., PDF) and made available on the web and possibly by mobile devices. While we are not proposing the digitization of the entire Archival holdings in the underground repository, the World Bank Group Archives wishes to select key holdings which are of high value and frequently requested to digitize them for ease of retrieval.

Key holdings to be digitized will be selected using the following criteria:

- a) items which are repeatedly requested by the public;
- b) items which are older than 20 years and can be released after review against the A2I policy;
- c) items which reflect the Bank's lending and advisory service themes;
- d) items of special interest to senior management and project leaders in the current operations of the Bank.

Digitization of these materials will require the following activities by Archives:

- a) the review (against the A2I Policy) and the subsequent restriction of Official Use Only, Confidential and Strictly Confidential materials;
- b) the scanning of all public documents;
- c) the assignment of metadata and other descriptions;
- d) organization and arrangement within a repository;
- e) a user-friendly interface;
- f) marketing and awareness campaign.

This project is scalable – thus, as additional funds are solicited and received, additional scanning of paper documents will be undertaken.

The NDSR resident would co-lead this project. The other co-lead is an experienced Electronic Archivist (EA). Together they would report to the Senior Team Lead in the World Bank Group Archives. The NSDR resident is twinned with the EA for the following reasons: the EA has already done considerable research into the methodology of creating a digital archive and has forged important relationships with the technical teams in the Bank and with external players; the project



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is multi-year and will not be completed within 9 months; the project is complex and requires an in-depth knowledge of the holdings, the needs of World Bank clients, and the technologies for both preservation and presentation; the World Bank is an extensive and multi-faceted organization and as such is difficult for a newcomer to negotiate.

*Required
Knowledge and
Skills for Residents*

The successful resident will have a graduate degree in Library and Information Studies, Archival Studies, or equivalent from an accredited institution of higher learning.

Additionally, the successful candidate will have the following:

- Knowledge of standard practices in digitization of paper archival materials;
- Ability to evaluate and recommend technical solutions;
- Comfort learning new software packages;
- Understanding of issues related to web-publication of archival materials;
- Detail oriented;
- Strong organizational skills;
- Strong communication skills;
- Language: English.

*Preferred
Knowledge or
Experience*

The following skills are preferred but not required:

- Strong web design skills;
 - Marketing experience with websites or archival materials;
 - Familiarity with ICA-AtoM software platform;
 - Languages: French, Spanish, Portuguese, Arabic, Chinese, Russian
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