

PROJECT: Government Publications Digitization Initiative

Date Approved: November 27, 2008

Date to be Completed: Fall 2012

Project Manager: Carol Perry

Project Sponsor: Helen Salmon

1. Project Overview

Project Overview

Project Description:

Plan and execute digitization of 2 government publications collections which are 'at risk' due to fragility of paper format.

Project Team

Name	Department	Responsibility	Tel. #	E-Mail ID
Helen Salmon	Head, User Services	Project Sponsor	x 52121	hsalmon@uoguelph.ca
Carol Perry	Liaison Librarian	Project Manager	x 52088	carolp@uoguelph.ca

TBD

2. Project Objectives

Project Purpose:

To preserve two 'at risk' collections central to the Government Publications collection at the University of Guelph Library. These physical collections are in an extremely fragile state and in jeopardy of being lost to the user community.

To provide electronic access to vital resources to researchers here and externally.

To highlight the research output of the community from previous decades.

To align management of the Government Publications collection with evolving strategic plan for expansion of Library Archives and Special Collections.

Project Scope and Deliverables

These two digitization projects will adhere to criteria outlined in the Digital Collection Strategy Policy developed by the Scholarly Communications Steering Team. This project will evolve under the guidance of the Research Enterprise and Scholarly Communications Team being proposed by the Organizational Renewal Committee and in consultation with the Head of Archives and Special Collections.

Project 1 – Digitization of University of Guelph publications located in the Government Publications collection.

- Development of criteria which will be used to identify titles for digitization. Representative criteria for Project 1 might include:
 - ⇒ Monograph title has been published at the University of Guelph and not subject to copyright restrictions
 - ⇒ Monograph title has been published by OAC prior to the establishment of the University of Guelph
 - ⇒ Monograph title has been published at the University of Guelph and is out of print but may be subject to copyright restrictions
 - ⇒ Monographic series which are out of print and hold significant historical value. These items may be subject to copyright restrictions

Project 2 – Digitization of the Ontario Sessional Papers 1903-1922

- Consultation with government officials regarding copyright permission requirements.
- Consultation with government officials to ensure similar project is not underway at another location.
- Consultation with OCUL and other groups to establish digitization standards to be used.
- Consultation with other OCUL Government Documents Digitization Initiative members regarding possible collaboration/cost-sharing on project.

For each project:

- A work plan which outlines timelines and work processes for each project including:
 - Resourcing (staff and monetary) estimate
 - Carrying out review of background resources regarding digitization specifications to be followed. These specifications should adhere to those used by OCUL and other national and international digitization initiatives
 - Creating new policies and procedures as necessary
 - Requesting and reviewing available background data (TRELIS reports on titles)
 - Consultation and decision-making with key stakeholders (when needed) for verification of titles which will be digitized
 - Examination of funding opportunities (federal, provincial & local) to cover project costs (eg. Young Canada Works, Alumni fund, UG Undergraduate Research Assistantship-URA program)
 - Consultation and decision-making with copyright holders where necessary
 - Consultation and decision-making on where digitized records will reside and access levels
 - Creating access tools for collection (Trellis records, metadata records and/or webpage links)

- Updating of TRELIS location/status information for titles
- A critical path document which clearly outlines timelines, major milestone events, etc.
- A record of “best practices” developed during the project, which can be applied to other collection digitization projects undertaken at the University of Guelph Library.

Measurable Success Indicators

- Access to items is increased by creating online versions
- Digital copy extends the life and use of items currently in peril
- The project costs are managed by the project team
- Project costs are within 10% of original estimates
- Removal of items for digitization causes minimal disruption to borrowers
- “best practices” are identified for digitization projects elsewhere in the Library
- Creates option for future withdrawal of print copies of material
- Increased visibility of collection
- Increased usefulness through creating ability for faculty to integrate content into curriculum (utility0.

Scope Includes/Excludes

Includes	Does Not Include
<ul style="list-style-type: none"> • Ontario Sessional papers • All historical UG departmental monograph titles currently in the collection • All historical UG departmental series titles currently in the collection • Consideration of objectives of new Research Enterprise & Scholarly Communications team. 	<ul style="list-style-type: none"> • Current publications • UG departmental publications currently not housed in the collection • Map collection

3. Project Parameters

Cost/Benefit

- Costs include:
 - Staff time (including part-time hiring)
 - Equipment costs (digital imaging, server space, computer for metadata creation)
 - Cost of outsourcing (if chosen model)
- Benefits include:
 - By digitizing this collection, we will have maximized the lifetime of this collection
 - Providing increased access to collections
 - Developing “best practices” for digitization projects for the rest of the UG Library
 - Creating space for other uses

CONSTRAINTS:

- This project scope does not include current documents
- Project should be completed by December 2012 (dependent on funding)
- Project costs must be managed within 10% of its projected budget lines
- Collections must remain as accessible as possible to users throughout the project either directly or by providing alternative modes of access

4. Project Stakeholders and Roles

(R)Responsible: The person/people responsible for carrying out a task (the “doers”). There must be at least one R for every process/function. **(A)Accountable:** “The buck stops here.” There can be only one A for each process/function. This is the person the project team counts on to make sure the task gets done — correctly — and on time. **(C)Consult:** The people who need to be consulted before a decision is made. Their input is required before moving forward. **(I)Informed:** Project stakeholders who need to be informed of what's being done. They don't provide input, but they do have a need to know what's happening.

TASK	Project Sponsor (TUG Exec)	Project Manager	Project Team	IRC	TUGstaff Listserv
Project Charter	R	A	C	C	I
Work Plan	I	R	A	I	
Staff & User Communication		R	A	I	I
Progress Reports	I	R	A	I	
Final Report	I	R	A	I	I

5. Communications and Reporting Plan

Group or Individual	Nature of Communication	Frequency/Date	Originator	Comments
Project Sponsor	Status Meeting	Semesterly	Project Manager	Summary to Project Team
Project Team	Team Meeting	Monthly	Project Manager	- frequency may vary dependant on project needs
IRC	Project Charter, Status updates	Periodic updates throughout the project	Project Manager	Summary to Committee
Staff and Users	Notification of project purpose, any expected service disruptions	Periodic updates throughout the project	Project Manager	Individual Library websites & email
External Partners (OCUL)	Notification to OCUL listserv	Beginning and end of project	Project Sponsor	Email