

# Digital Library Center Stages of Project Development

February 5, 2004

University of Tennessee Knoxville

## **Stage 1 : Proposal**

Individual or group with a project idea will develop a project proposal in line with the Proposal Guidelines. If they need clarification or assistance they can contact the DLC Coordinator for support. The proposal should be submitted to the Review Committee.

## **Stage 2 : Follow-up**

The Review Committee will perform an initial evaluation of the proposal to determine if it meets the base criteria for acceptance (copyright permissions and non-duplication). If it does, they will contact the primary stakeholders within three weeks to schedule a meeting for gathering further information. Stakeholders should bring a sample of the materials to the meeting or the meeting should be held on location if preferable.

The Preservation and Metadata Librarians should perform an evaluation of the material either as part of, or in conjunction with, the Review Committee to determine the physical condition of the materials (with it's implications for digitization) and the extent/quality of existing description of the materials. Estimates of effort should be requested for the main areas of work: digitization (from the Metadata Librarian), metadata (from the Metadata Librarian), systems (from the DLC Coordinator), and preservation (from the Preservation Librarian).

The Review Committee should also give the stakeholders a copy of the Statement of Copyright (if copyright is not already secured) and inform them that if the project is approved by the DLC the document will need to be signed.

## **Stage 3 : Decision**

The Review Committee will bring the gathered information (Project Proposal, a brief initial written evaluation, Estimates of Effort and Selection Guidelines) from all projects that progressed to Stage 2 to the DLC (which will meet semiannually for proposal review) for discussion and final decision. The DLC should evaluate the proposal weighing the costs and benefits associated with the project. Consideration should also be taken of the number of projects currently in the active planning and production phases.

## **Stage 4 : Copyright Verification**

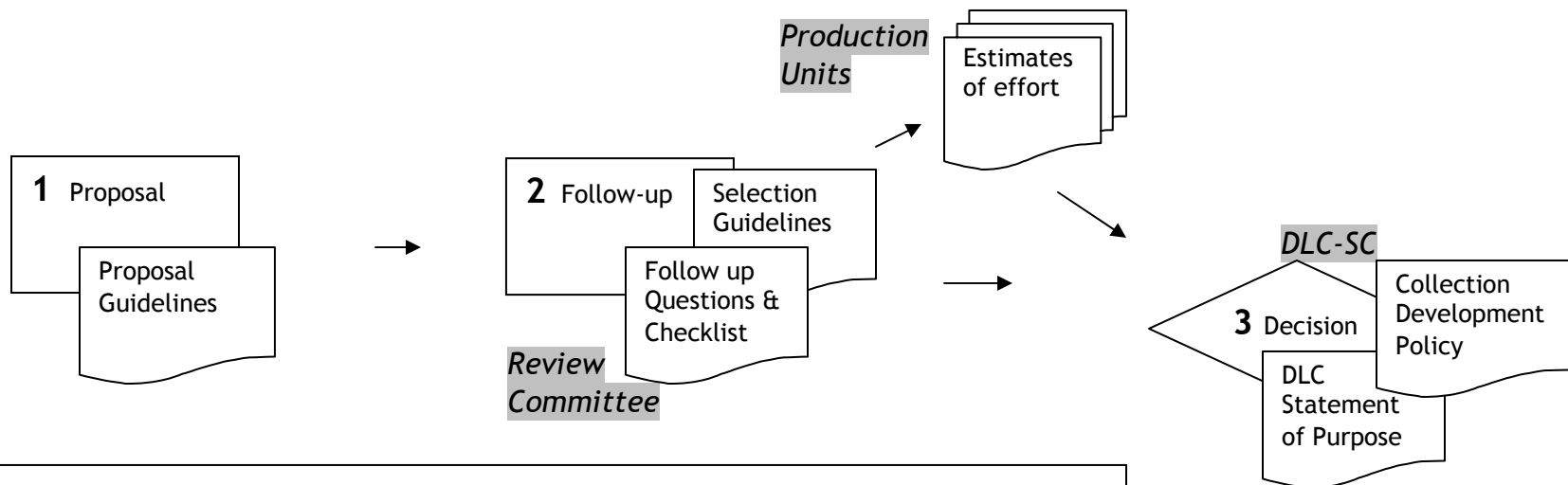
If UT does not own the copyright, a signed legal conference of those rights will be required before proceeding to production.

## **Stage 5 : Project Planning**

-- to be continued --

## **Stage 6 : Written Agreement**

A formal agreement outlining the extent of the project, each parties responsibility (stakeholder involvement with publicity for the collection), our rights to publish the digital collection in perpetuity and to expose the collection via OAI records (unless other arrangements have been agreed upon).



1. Proposal
  - a. **Proposal Guidelines**- Questions and issues which need to be addressed in the project proposal
2. Follow-up
  - a. **Follow up questions/checklist** - list of questions that may be relevant
  - b. **Estimates of effort** - Brief written evaluation of estimate of resources required for completion, should be completed for the main areas of work: *Digitization, Metadata, Systems, Preservation*
  - c. **Selection Guidelines** - evaluative guidelines
3. Decision
  - a. **Collection Development Policy** - the libraries electronic resources collection development policy, to provide general subject concentration guidelines
  - b. **DLC Statement of Purpose** - specific goals of the DLC, more specialized subject concentrations or format specific requirements
4. Copyright Verification
  - a. **Statement of Copyright** - Signed legal statement assigning copyright to UT (specific needs to be determined)
5. Project Planning - This stage will further build on information gathered in the previous stages, but with an emphasis on determining procedural and technical details of the project
  - a. **Project Specification Guidelines** - outline of what decisions must be made and issues addressed before production begins
6. Agreement
  - a. **Agreement of Cooperation** - a formal agreement outlining the extent of the project, each parties responsibility, our rights to publish the digital collection in perpetuity and to expose the collection via OAI records.