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Davis Digital Repository Grant

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HELIN Digital Repository Project Description

The HELIN (Higher Education Library Information Network) Consortium, consisting of academic and health sciences libraries in Rhode Island and Massachusetts, has developed a plan to create a digital repository to archive, preserve and make accessible materials to serve the needs of its students and faculty. HELIN, an educational collaborative for twenty-one years, is a successful model of inter-institution cooperation and resource sharing designed to reduce costs associated with library collection development and automation. HELIN's cooperative model of sharing library resources has improved learning, scholarship and research throughout Rhode Island's academic community. The digital repository would expand upon this "common good" model.

Project Purpose

The digital repository will preserve and make accessible current and historical materials that document the social, business, political, educational, cultural and civic life of Rhode Island as well as New England. The Repository will archive and preserve faculty publications, student theses and capstone papers, university publications, and special collections; as well as, digitizing rare books, manuscripts, book plates, photographs, slides, maps, artifacts, oral histories, and audio and video clips. Digitizing and housing these collections in the repository will give students and faculty easy access, thus enriching the research materials available for teaching and learning.

Each of the libraries in the consortium has compiled an index of faculty publications, and several have identified those publications that are in the public domain. Those publications without copyright issues would be housed in the repository so that students and faculty may quickly access them. Librarians will pursue permission to add copyrighted publications of their faculties as well. This work will help insure the long-term preservation of and access to these collections.

Libraries in the HELIN Consortium wish to collect in the digital repository both published and unpublished writings of their faculty, giving faculty members the ability to store in one place the results of their past and current research, and also make it available both locally to students and other faculty members as well as globally through major search engines such as Google. Faculty and students at HELIN institutions also will store and access the results of joint projects in the repository. In addition, the repository software accommodates the publication of journals within it, making it possible for students and faculty to publish and maintain them easily.

Project Leadership

The gatekeeper for the digital repository will be a member of the staff of the HELIN Consortium. This person will lead the project, developing the standards and schema for description of the materials to be included in the repository, as well as lead the effort to catalog repository material in the HELIN catalog. In addition, one librarian from each of the 10 HELIN institutions will act as project administrator within his or her community to

promote and develop the repository there. The gatekeeper and institutional administrators will constitute a standing committee of the Consortium to develop the project.

Project Methods

The digital repository will use ProQuest's Digital Commons or equivalent platform as the technology for storing, searching and accessing the digital materials, including papers, images, and videos created by the students and faculties of the HELIN member institutions. The database will employ author, title, subject and keyword indexing; and, will use descriptive and technical metadata, created by librarians, that reflects the different types of material being digitized. The platform employs the OpenURL standard which allows linking directly from a library catalog such as the HELIN and CLAN catalogs. In this way, a user can link to the repository from a bibliographic record in a library catalog to further investigate relevant digital material held within the repository.

Project Timetable

October 2005

- ⇒ Identify project administrator at each HELIN member institution
- ⇒ Project administrators and HELIN gatekeeper (Repository Committee) meet to create guidelines for repository
- ⇒ Identify types of material at each member institution appropriate for adding to repository

November 2005

- ⇒ Repository Committee decides on required and preferred metadata fields to be attached to repository objects
- ⇒ Begin to identify specific material to contribute to repository
- ⇒ Digitize materials, as necessary, for contribution

December 2005

- ⇒ Continue with tasks begun in November
- ⇒ Project administrators meet with faculty to discuss project and build support
- ⇒ Repository Committee decides on initial 'communities' and publication series for each institution

January 2006

- ⇒ Purchase digital repository platform
- ⇒ Sites designed for each individual institution's share of the repository and for the collective (all HELIN) site

- ⇒ Training of HELIN gatekeeper and project administrators on adding to and maintaining the repository

February-December 2006

- ⇒ Repository Committee meets monthly to track the progress of the project and resolve issues as they arise
- ⇒ Materials continually identified and added to the repository
- ⇒ Add bibliographic records to HELIN catalog, as appropriate, to link to materials in repository
- ⇒ Continue to promote repository at each campus and solicit appropriate additional materials

January 2007

- ⇒ Evaluate progress made during the first year of the project and identify areas needing further attention
- ⇒ Continue to add to and promote repository

February-December 2007

- ⇒ Repository Committee meets monthly to track the progress of the project and resolve issues
- ⇒ Materials continually identified and added to the repository
- ⇒ Bibliographic records continually added to HELIN catalog for material in repository
- ⇒ Continue to promote repository at each campus and solicit appropriate additional materials

Project Outcomes

The Digital Repository will house and provide access to those materials in the collections of the HELIN member institutions, including undergraduate theses and other student work, that colleges have the most difficulty making available. At the end of the project period, each member institution will have identified, digitized and housed in the repository results of research done by both students and faculty. Ensuring the access to and preservation of these collections will significantly aid in the assessment of undergraduate outcomes needed for the accreditation process.

The digital repository software provides statistics on the use of these materials. In addition, the OpenURL architecture ensures that material in the digital archive will appear in searches in Google and other major search engines.

The existence of collections in the repository for each academic member of HELIN in combination with statistical evidence that the repository is being used will determine the completion of this project.

HELIN's Unique Qualities

The HELIN Consortium includes nearly all the academic institutions in the state of Rhode Island, including both public and private colleges, and its digital repository would reflect that same broad inclusiveness. Students as well as faculty at the member institutions may request titles from any of these collections, and the requested title usually reaches that student or faculty member within 48 hours. The request may be made online wherever that person has access to a computer and the Internet or on site at any of the libraries. This blended collection affords undergraduate students access to over 4 million titles, collectively.

In addition to the core collections supporting each institution's undergraduate liberal arts education, each member of the consortium brings its own unique collections to the whole. These collections reflect that institution's history and educational mission. Providence College collects strongly in the liberal arts, with particularly deep collections in history, theology, philosophy and literature while Bryant University has strong collections to support business-related fields of study, including economics. Roger Williams University contributes significant collections to support the study of architecture and oceanography, Salve Regina University in theology and administration of justice, and Rhode Island College in education and allied health. Enhancing all of this, the collections of the University of Rhode Island give students at all of the HELIN institutions access to broad collections in biotechnology, engineering, marine studies and oceanography. Examples of special collections identified as potential additions to the repository for preservation and access are:

- Providence College's John O. Pastore Collection and John E. Fogarty's Papers; also, the William E. Walsh Civil War Diary and the Quonset Point Naval Air Station Collection
- Johnson & Wales' Distinguished Visiting Chefs' Videos and their world menu collection
- Rhode Island College's Cape Verdean Collection (largest in North America)
- Roger Williams University's Roger Williams Family Association Papers and the Frank Lloyd Wright Image Collection
- Salve Regina's Newport History Collection
- University of Rhode Island's Political Papers of John Chafee, Claiborne Pell, Frank Licht, Bruce Sundlun, etc.; also, the Narragansett Indians Oral History Collection and the Commercial Pattern Archive

The creation of the digital repository will extend HELIN's culture of shared access to the unique collections of each institution—their archives and special collections—allowing students from any HELIN member to access easily primary material to enrich their undergraduate studies.

Project Costs Covered by Grant

Purchase of Digital Repository platform for [undisclosed amount]

This includes complete hardware and software support for two years, and provides for unlimited posting/uploading of digital objects, including these features:

- ⇒ Architectural and administration features, including usage statistics at the publication and paper level
- ⇒ End-user interface features, including ability to generate and export bibliographies
- ⇒ Publishing and processing features, including peer-review software and process and ability to export in over 15 XML schema
- ⇒ Stability and portability, including monthly readership statistics emailed to authors
- ⇒ Should a HELIN institution choose not to renew, objects will be delivered for import into a new repository

Project Costs Covered by HELIN and Member Institutions

- ⇒ Salary of HELIN staff member to act as project gatekeeper
- ⇒ Salary of member libraries institutional staff to act as institutional administrator
- ⇒ Computers for adding, updating and managing the digital repository
- ⇒ Scanners for digitizing documents to be added to the repository
- ⇒ All other costs associated with digitization, including professional digitization fees
- ⇒ Approximately \$118,000 per year ongoing fees after the initial two year project

Measuring the Success of the HELIN Digital Repository Project

The mission of the HELIN Consortium, as given in its mission statement, ***“is to further the educational goals of its member institutions by providing shared state-of-the-arts library systems and collaboratively-developed collections and services. The provision of such systems, collections and services allow each member library to offer services tailored to meet the needs of its various constituencies.”***

The HELIN Digital Repository will be deemed a success when we accomplish the goals in our mission statement; and, over the last twenty-one years, the HELIN Consortium has established a very successful track record in that regard. This success was aptly stated in a report on technology written for the Rhode Island Board of Governor’s for Higher Education which stated, in part: ***“the libraries... of higher education, through the HELIN system, provide the best example of cooperation and coordination of delivery systems within the higher education system.”*** In the ten years since that report was written, we have become more successful, doubling our size and increasing our collective benefit.

HELIN's Digital Repository will further increase the Consortium's collective benefit by creating a new, shared collection of digital resources residing in a state-of-the-art system and made freely available to all its constituencies, indeed, to the whole world. The Consortium will build the shared repository collaboratively with member libraries sharing expertise in digitization and description as well as technological resources. These activities echo ongoing collaborative efforts in traditional library activities such as reference services and cataloging.

Successful collaboration will incorporate staff at all of our institutions in the fundamental activities that ensure permanence for the repository: developing sound policies and procedures, training staff, locating valuable content for addition to the repository, applying rigorous maintenance measures, and assuring long-term funding.

Some particular measures of success for the digital repository would be:

- demonstrated usage of the materials in the repository both within individual HELIN member institutions and between HELIN members
- extensive, detailed statistics provided by the repository
- verifiable interaction between the repository and course management software
- commitment by all member institutions to support financially its continuation beyond the period of the grant support

The ultimate measure of success will be that administrators at member institutions will see the value of the digital repository and support the continuance of this addition to our collections and services as they have the HELIN library catalog itself. HELIN's enduring success has, and always will be, about how well we accomplish our mission; and, the digital repository fits in perfectly with the mission of the HELIN Consortium.