Associate Director for Digital Library Initiatives

• Program administration
  - Shaping local, national & international standards & practices
  - Campus coordination & collaboration
  - Allocation and management of resources
Digital Library Program Development

• New Program Development
  – Grants and special projects
  – Outreach

• Making of America4 project management
Digital Library Program Development

• Project development and facilitation
  – Facilitates choice of conversion and access strategies
  – Helps assess costs and identify funding opportunities
  – Coordinates scheduling with DLPS

• Develops methodologies for new digital library services
  – Electronic publishing services

• Special projects
  – Work that falls outside the production methods of DLPS
Digital Library Production Service

• Collections
  – Encoded Text
  – Image Services

• Production systems

• Infrastructure
Internal Organization - October 1999

• Three working groups
  – Digitization
  – Information Retrieval
  – Architecture
Digitization

• All capture and conversion

• Areas of focus
  – Methods
  – Workflow management
  – Capacity Planning
  – Cost models
Information Retrieval

- Developing and deploying access systems
- “Class” work
  - Bib, text, image, finding aid, numeric data, journal classes
- Functionality and interface specification
- Integrates the work of the collection coordinators, the IR programmers, and the interface specialist
Architecture

- Core services
  - Unix system administration, backups, etc.
- Authentication & authorization
- Usage Statistics
- Data management
  - Directory structures, data loading routines
Internal Challenges

• Larger staff - more complex organization

• Processes spread across groups

• More formalization and reliance on management tools like MS Project

• Communication
External Relationships

• Preservation

• Selectors/Collection Curators

• Public Service Librarians

• Library Systems Office

• Faculty members
Challenges

• Building an understanding of our capabilities and capacity

• Matching goals with available methods and resources

• Representing the range of options, trade offs, costs
• Interest in and desire to move into digital collections and services is huge

• Gap exists between desire and ability to participate in and lead projects
  – Technical gap
  – Project management gap
What Collections and Services

• Narrowly focused collections
  – Non-Euclidean math

• Objects and services outside of the traditional library but in the digital library
  – Museum collections
  – Data, simulations, modeling tools
How to Close the Gap

• IT is a part of all of our jobs

• Close the gap in ability → technical training and project experience

• Use of case studies to gain non-direct experience
Project Management

• Criteria used to select a project? Measures of success?

• Project costing
  – What do the “piece parts” cost in our organization?
    • OCR, Scanning, Photo work
    • Implementation and integration
  – How much time do things take? What capacity do we have? What projects are already in the queue?

• Development, Implementation, and roll-out
Case Studies

- Selectors, other PS staff need to “experience” digital library projects
  - What was the goal? What scholar community was this for? How would it meet that community’s needs?
  - What questions needed to be answered and issued resolved for the project to move forward?
  - What process worked for this project?

- So, they learn how it is done
• What worked? What didn’t work?

  - Did we do *what* we planned to do? Did the outcome match the expectation?

  - *How* did we do? Did we do it better this time than last?

  - Did we meet time and cost estimates?

  - Was it worth the effort? Would we do it again?

  - Can anyone else do it better or cheaper? How do they do that?

  - What did we learn from the project? What do we need to do differently?