

Next Steps in the Next Generation Library
Andrew W. Mellon Foundation grant to the Five College of Ohio
Guidelines for Librarians Working with Digital Projects

As a part of the Mellon Foundation Next Generation Libraries grant, each of the Five Colleges will award curriculum development grants to faculty who partner with a librarian to build such collections. A responsibility of the librarian will be to assist faculty in developing a brief project proposal (2-3 pages). In addition to working with faculty, a librarian may work with a campus digital librarian/Mellon digital coordinator, cataloging staff, or students in creating digital resources. Approximately one month after the completion of the project, the librarian will prepare a report (2-4 pages). The librarian will also be encouraged to share his/her experience with digital projects individually and/or with faculty at workshops on campus, at one of the Five Colleges, or at a national professional association conference. Expected outcomes of the grant for the librarian will be to establish “Best Practices” for working together with faculty to integrate digital resources into the curriculum, as well as to provide criteria for assessing the success of the grant.

The development of digital collections and open access to institutional scholarly output are fundamental components of the Five Colleges’ next generation libraries. In terms of scholarly communications, the librarian(s) are encouraged to promote the role of institutional repositories in preserving and making available a wide variety of scholarly and learning resources, educating faculty, as authors, to retain as many of their intellectual property rights as possible, and to encourage them to make their works openly accessible. Developing digital collections will take considerable time and effort. Such work will require that the librarian use good time management skills, and that they are well-trained to take on the task of simultaneously juggling or managing multiple digital projects, allocating time for the scholarly communication, as well as completing regular job responsibilities.

Guidelines for Librarians

Below are specific guidelines for the librarian to consider in working on digital projects.

1. The librarian will identify faculty with materials to create digital projects.
2. The librarian will work with faculty on the development of a 2-3 page project proposal. Please see the faculty guidelines for the components that should be included in the proposal.
3. The librarian will work with their campus digital librarian or the Mellon digital coordinator in planning and implementing a project.
4. The librarian will advise the faculty member about copyright to the best of his/her knowledge.
5. The librarian is responsible for coordinating metadata creation utilizing subject expertise to construct appropriate and descriptive indexing terms. This will be accomplished collaboratively

in consultation with the faculty member, student research assistants, Mellon digital coordinator, cataloging staff, or in some cases, students enrolled in the faculty member's course.

6. The librarian will spend an average of 3 hours a week for the duration of a project. However, depending on the project, more time may be required.

7. The librarian will prepare a 2-4 page report one month after the conclusion of the digitization phase of the project or at a time specified by the local campus committee. The faculty member will submit a report after the class has been taught. To comply with this guideline, the faculty and the librarian working on a digital project will each submit a report, but they may do so at different times. The librarian and faculty reports will be submitted to the Mellon NGL Grant Steering Committee. The librarian's final report should include, if applicable, the following elements in narrative style:

- Introduction (origins of the project, project title, URL, project description, etc.)
- Background and origin of digitized material
- Pedagogical use of the project
- Course description(s)
- Persons involved in project and description of their role
- Workflow description (may include issues of copyright, metadata creation, technical processing, etc.)
- Technical details
- Project Assessment
- Faculty/Student/Librarian reaction to the project
- Conclusion

8. The librarian is responsible for getting materials into the OhioLINK Digital Resource Commons. He/she can work with the campus digital librarian or the Mellon digital coordinator to accomplish this task. Each campus can develop an appropriate policy to ensure that this step is completed.

9. The librarian will share his/her experiences with colleagues at workshops, conferences or in publications.

10. The librarian will provide one-on-one collaboration with faculty as well as provide classroom instruction and/or demonstration for students pertaining to the selection, creation, and/or indexing of materials.

11. Collectively, the librarian(s) at each campus will contribute to the development of Best Practices that would include procedures, work flow, and standards as an outcome of the grant. For those campuses that do not have a digital librarian, they will work with the Mellon digital coordinator. The Best Practices should be documented and will be submitted along with the report to the Mellon NGL Steering Committee for further dissemination.

12. The librarian will develop a skill set that will allow him/her to continue the creation or maintenance of digital collections beyond the life of the grant.