

**NEXT STEPS IN THE NEXT GENERATION LIBRARY  
ANDREW W. MELLON FOUNDATION GRANT TO THE FIVE COLLEGES OF OHIO,  
INC.**

**FACULTY GUIDELINES FOR NEXT GENERATION LIBRARY DIGITIZATION  
PROJECTS**

**FEBRUARY 15, 2010**

I. General Information

The Mellon Foundation Next Generation Libraries (NGL) Grant includes substantial funds for projects supporting the development of digital collections built to enhance student learning. Each of the Five Colleges will award curriculum development grants to faculty interested in partnering with their libraries to build such collections over the next two years. Additional funding will be available in the second year of the grant to fund collaborative projects involving more than one campus.

Each campus committee will invite faculty proposals for these curriculum development projects focused on the creation of digital collections. Proposals featuring any of the following are particularly encouraged:

- Student involvement in selection, creation, and/or description of materials (either assisting in the development of the course or as a part of the actual student course activities)
- Collections using or complementing holdings from Special Collections or Archives
- Potential use by multiple courses or disciplines
- Projects with interest to other liberal arts institutions, especially the Ohio Five colleges
- Proposals that hold great potential to help us consider how digital objects can be meaningfully integrated into the liberal arts curriculum
- Local collections of curricular interest
- Faculty developed collections for courses that would be significantly enhanced through the addition of this new digital content

In addition to the curriculum development grants, each campus will also use portions of their funding to create openly accessible archives of the scholarly output of their institutions, potentially including both faculty and student research materials. Separate guidelines are available for these activities.

II. Overall Guidelines

The primary purpose of the curriculum development awards is to assist faculty in incorporating new digital collections into courses in substantive ways, working in close collaboration with a librarian or librarians on their campus. The emphasis for these awards is on significant course development involving digital collections. Grants will be made for either new course development or modification of existing courses. New courses must be authorized according to the relevant procedures at each institution. Both the proposals and the projects themselves must be developed in collaboration with a librarian or librarians.

Membership of the campus selection committee will include, but not be limited to, the library director, a special collections librarian, a faculty member, an academic officer, and a digital resources or technology specialist. This group, in addition to soliciting proposals and awarding local curriculum development grants, also serves as a key resource for faculty.

### III. Curriculum Development Grants

Mellon NGL funds may be used in several forms, including student or temporary staff labor, a modest faculty honorarium, outsourced digitization services, and materials. Practices may vary from campus to campus (e.g. one campus may provide student staffing for the library to digitize materials and another may provide funds for a faculty member to hire students directly). Please discuss local procedures with your librarian as you develop a proposal.

#### A. Materials.

While Mellon NGL grants will cover many incidental material expenses, they are not intended primarily to purchase hardware or software. Faculty with special hardware or software needs should first consult with local campus providers to determine what is available for their use.

#### B. Student Labor/Temporary Library Staffing.

A Mellon NGL grant may also fund temporary library staffing, either directly supporting a project or indirectly supporting a project by providing release time to a librarian or information technology professional.

Expenses for each curriculum development project will be paid as they are incurred, following submission of expense documentation. Faculty honoraria for curriculum grants will be paid out in two installments: 50% at the time the grant is awarded and 50% following the submission of the final report (see below, Section VI. B.).

### IV. Announcement of Request for Proposals

Each campus committee will publicize the availability of the Mellon NGL grants to their faculty according to their local needs and institutional schedule. The Steering Committee will develop a sample letter that can be used by each campus to announce the availability of awards.

## V. Proposals

A faculty member who wishes to receive a Mellon NGL grant must collaborate with a librarian. Working with that librarian, the faculty member will develop a brief project proposal (2-3 pages). The proposal should include:

1. a description of the nature of the project,
2. a time line for implementation,
3. sources of financial support other than the Mellon NGL grant,
4. a description of the role of the libraries/librarian(s)
5. a budget, and
6. a plan to assess the effectiveness of the course development or renovation

If members of the campus selection committee are directly involved in a proposed project, they will recuse themselves when the committee is considering that proposal.

## VI. Faculty Responsibilities

### A. Collaboration with a Librarian or Archivist.

Faculty who receive Mellon NGL grants will be expected to collaborate with a librarian or archivist during all phases of their projects and to participate in workshops designed to share their experience with colleagues at their home campus and, as appropriate, with the other campuses of the Five Colleges. Awarding of funds carries a commitment on the part of the faculty member to carry out the project and teach the course or courses involved.

### B. Reports.

A faculty member who receives a Mellon NGL grant for curricular development is expected to submit a report, approximately 2-3 pages in length, to the campus committee within two months after the course has been taught for the first time. The report should address the ways in which the course incorporated digitized materials in accordance with the original proposal, the approximate amount of time devoted to the project development, feedback from students, and the faculty member's assessment of the overall success of the project based on the initial teaching experience.

### C. Collaborating Librarians and Archivists.

The participating librarians and archivists also have specific project responsibilities and reporting duties. Please see "Guidelines for Cooperating Librarians and Archivists" for a fuller explanation of these expectations.

## VII. Campus Committee Communication

For each funded proposal, the campus committee should submit the following materials to the Five Colleges of Ohio grant director and the executive director:

1. copies of the proposal, award confirmation letter, and approved budget (to be submitted at the time the grant is awarded),
2. copies of the final report (at the time of its receipt)