

Project Statements 2017/18

Project Name: Digitization

Project Lead: Wade Wyckoff

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Project Goals:

Support broad access to McMaster's unique collections through the establishment of a robust and sustainable digitization program. During 2017/18, the project will focus on identifying equipment and staffing requirements, identifying initial targets for digitization, exploring grant opportunities.

Linked to the following Strategic Directions: #1 Research Acceleration, #2 Celebrating Unique Collections, #3 Discoverability, #5 Community Engagement, #1 Workforce, #7 Financial Health

Scope (work the project will include and will not include; end results):

- Develop position descriptions and recruit three positions associated with the digitization program: a digitization manager, digitization technician, and metadata librarian
- Assess existing digitization hardware and software and identify necessary updates or additions
- Develop relationships between the digitization program and existing digitization work and departments managing library collections
- Liaise with librarians and library staff on the selection of materials for digitization. Develop and implement methods to gather suggestions for digitization targets from researchers and the community.
- Work collaboratively with the Digital Repository Librarian, Digital Archives Librarian, Maps, Data, GIS staff, Archives and Research Collections staff, and others in the Library to coordinate appropriate storage, management, preservation, and access for newly created digital objects.
- Consult with researchers and staff in the Lewis & Ruth Sherman Centre for Digital Scholarship to identify and implement practices that optimize the University Library's digital collections for use in digital scholarship.

Time Frame (estimated): 2018/19

Risks (circumstances or events outside of the project team's control that will have a high adverse impact on the project if they occur):

- Significant changes to the Library's budget that require deferring the hiring of digitization program staff.
- Insufficient funding to acquire any new equipment, software, or services needed to implement a strong digitization program.

Obstacles/Constraints:

- Delays in finalizing the ratings of new digitization positions.

- Capacity of staff in collections areas to support additional retrieval/return and conservation review of materials in a large-scale digitization program.
- Possible reduction in the number of students supporting routine digitization work (e.g., theses).

Critical Milestones:

- Digitization manager hired
- Digitization technician and metadata librarian hired
- Assessment of existing capabilities completed and recommendations for enhancement prepared
- New hardware, software, and/or services in place
- Initial digitization targets identified and work underway

Assessment plan (how will the project and its outcomes be evaluated?):

- Staffing in place
- New hardware, software, and/or services in place
- Number of new digital objects with high-quality metadata created annually
- Number of digitization recommendations from Sherman Centre fellows and other researchers that have been acted upon

Update #1 (Feb 2018):

What have you accomplished to date?

- Digitization Manager job description written and sent for TMG rating

What do you hope to accomplish in the next 2 months?

- Post the Digitization Manager position and strike a search committee when the rating process is complete

What obstacles/constraints have you encountered (not noted above)?

Update #2 (April 2018):