

## **Charter for NLM Digital Repository Working Group**

### **Group Title and Description:**

This document serves as the group charter for the NLM Digital Repository Working Group. The purpose of this group is to develop functional specifications for an NLM Digital Repository for NLM collection materials and to identify policy and management issues related to the creation, design and management of the repository.

### **Business Case:**

In order to fulfill the Library's mandate to collect, preserve and make accessible the scholarly and professional literature in the biomedical sciences, irrespective of format, it is essential that the Library develop the robust infrastructure needed to manage a large amount of material in a variety of digital formats. A number of LO program areas are in need of such a digital repository to support their existing digital collections and to expand the ability to collect a growing amount of born-digital resources. Dozens of digital collections have already been created by the History of Medicine which require long-term management and preservation. Collection development and acquisitions staff are seeing an increasing availability of born-digital materials that NLM needs to add to its collection. NLM's preservation program has embraced digitization as a preservation format to replace microfilming. The creation of functional requirements and identification of key policy issues for an NLM Digital Repository are essential next steps to aid in building NLM's collection in the digital environment.

### **Working Group Members:**

The working group consists of:

- Dianne McCutcheon (chair), TSD
- Diane Boehr, TSD
- Margaret Byrnes, PSD
- Walter Cybulski, PSD
- John Doyle, PSD
- Laurie Duquette, TSD
- Jenny Heiland, PSD
- Kuan-Tsae Huang, OCCS
- Felix Kong, PSD
- Lillian Kozuma, HMD
- Michael North, HMD
- John Rees, HMD
- David Gillikin, BSD

Team members will allocate an estimated 5-8 hours per week to the project for a period of 6 months which will be considered part of their job assignment for those hours.

The Chair will have the authority to:

- Negotiate and coordinate with managers to delegate responsibility and authority to group members

- Coordinate with Associate Director, LO, LO Division Chiefs, and Director, OCCS, as appropriate, on matters related to staff commitment, assignments, questions on priorities, and project direction
- Perform appropriate communication with stakeholders
- Lead, direct and coordinate group activities

Reports and recommendations from the group will be submitted by the Chair to the Associate Director, Library Operations for review and discussion with LO Division Chiefs and appropriate OCCS, LHC and NCBI staff.

**Project Scope:**

The scope of the working group’s responsibility is limited to digital repository requirements and issues related to the management of collection materials under Library Operations responsibility. This includes: the maintenance of the inventory of existing and planned digital projects; development of functional requirements for digital repository needs; identification of metadata and format standards for digital materials (scanned as well as born-digital); and identification of policy issues related to the digital repository. Analysis of functionality existent in software and systems used to handle existing digital collections including PMC, the Bookshelf, Images of the History of Medicine and other HMD digital collections is considered in scope.

Digital projects, as well as databases, which manage resources that are not part of Library Operations’ collecting responsibility (e.g., the UMLS, Visible Human, image library projects in LHC) are outside the scope of this group.

Policy issues related to the priorities for digital preservation are also outside the scope of this group.

**Stakeholders:**

Staff at NLM who are responsible for conversion, acquisition, management, preservation and access to digital resources at NLM.

**Deliverables:**

The deliverables for this project are:

1. Inventory of existing and planned digital projects at NLM and plans for ongoing maintenance.
2. Functional specifications for digital repository
  - The functional requirements will be based on the OAIS model and include ingestion of digitized and born-digital materials, metadata generation, data management, archival storage, access, preservation planning, and administration
3. Policy issues and recommendations for management
4. Specifications for data formats for scanned materials and born-digital resources
5. Specifications for metadata requirements

Deliverables are due no later than September 30, 2006.

**Meetings and Communication:**

1. Weekly meetings of working group, with sub-groups meeting separately, as needed. Information can be exchanged via email.
2. Reports of activities and issues will be present at the Digital Archive Group meetings and LO Division Chiefs meetings, as needed.

**Signed and Approved By:**

Authoring Signature:

Becky Lyon, Acting Associate Director, Library Operations

April 11, 2006