

South Carolina Digital Collections Committee

Year One Plan

January 8, 2007

January - February

- Task Forces leaders ask people to join their teams and start meeting to discuss annual goals
 - Task Forces are:
 - Finding Aids – Plan and design a finding aid catalog for the web site
 - Metadata Guidelines - Following Western States Best Practices, plan South Carolina metadata guidelines
 - Scanning Guidelines - Following Western States Best Practices, plan South Carolina metadata guidelines
 - Funding and Governance - Discuss possible funding ideas and the overall governance of the Digital Library
 - Technical Task Force – Plan web site and database infrastructure for digital library
 - Collection Development - Plan a collection development policy for the digital library
 - Education Group – Plan outreach and educational tools for the K-12 community
 - Promotion and Marketing - Plan ideas for promoting and marketing the web site to bring in users
 - Training – Train librarians and archivists around the state to scan and input collections into the digital library
- Greenstone shell created by Rodney Clay and Banda Bakhit (PASCAL P/T staff)
- Graduate Assistant Chris Vinson begins adding records to Greenstone

March – April

- Task Forces have been created and begin to meet individually
- Graduate Assistant Chris Vinson adds records to Greenstone
- Rodney and Banda continue to tweak the database and web site, according to the committees requests

May

- PASCAL Digital Collections Committee meets with all of task force members.
 - Makes recommendations for next steps
 - PASCAL Board Determines appropriate level of activity for upcoming Fiscal Year.

By the end of this year, we will have:

- Nine working Task Forces, with members who have met face to face at least once and goals to work on completing within the year, such as:
 - Final Metadata and Scanning Guidelines for SC, posted on the Digital Library web site
 - Draft of a Collection Development policy for SC
 - Ideas for a Finding Aids catalog infrastructure
 - Plans for outside funding, governance, outreach to K-12 teachers and students, and promotional and marketing plans for the site
 - Plans for training staff to add materials to the site
- Plus, a working database that can have
 - Collection and item level records added to it from remote locations, such as libraries and archives around the state
 - Front-end interface that is user-friendly
- “Next Steps” Operating Plan and Job description for a Project Manager and possibly an ad posted to begin the search for the manager, assuming Board authorization