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