



# ESDN | Phase 1 Project Plan

## **SCOPE & MANAGEMENT**

*Working Draft, 9/15/2014*

## VERSION HISTORY

Version #	Implemented by	Version Date	Advisory Review
1	Kerri Willette	04/08/2014	05/15/2014
2	Kerri Willette	09/15/2014	

## FULL PROJECT SCOPE

### About ESDN

Empire State Digital Network (ESDN) is a service hub created as a means for sharing New York's rich digital cultural heritage with the [Digital Public Library of America](#) (DPLA). ESDN is administered by the [Metropolitan New York Library Council](#) (METRO) in collaboration with eight allied regional library councils collectively working as [NY 3Rs Association, Inc.](#) (NY3Rs). Together, they provide the necessary personnel and technological infrastructure needed to contribute digital resources from hundreds of New York's libraries, archives, museums, and cultural heritage institutions to the Digital Public Library of America.

Project staff will consist of a project manager, metadata specialist, and technology specialist. Additionally, an advisory committee and working groups will provide policy and programmatic guidance on key issues for ESDN.

### Project Timeframe

#### Phase 1

(October 2013-April 2015) will focus on recruiting the necessary personnel, establishing a governance structure, installing and testing the open source harvester/aggregator, and ingesting content from Phase 1 contributors. Contributors to Phase 1 will be digital collections hosted by NY3Rs councils (METRO, NY Heritage, Hudson River Valley Heritage, and Long Island Library Resource Council) as well as "DPLA-ready" collections at larger institutions in the METRO membership region, the State Archives and the State Library.

#### Phase 2

(May 2015-April 2016) will focus on recruitment of digital collections outside of the initial cohort. These include libraries, archives, museums, and cultural heritage institutions not working directly with NY3Rs regional councils to host their digital collections (i.e. larger academic libraries, smaller cultural heritage institutions, etc...). Recruitment will be facilitated through regional workshops, webcasts, onboarding documentation, and unified statewide workflows. DPLA Service Hub participation "subscriptions" may be made available for institutions outside of each NY3Rs regional council that are interested in participating without becoming members.

# PHASE 1 PLAN

## SCOPE MANAGEMENT

### In Scope

Phase 1 of the project is defined by the following aspects:

- Hire the project team.
- Convene Advisory Committee and working groups.
- Select and implement harvesting/aggregation tools.
- Ingest content from identified Phase 1 contributors.
- Perform necessary data transformations to ensure DPLA-ready data.
- Initiate Data Exchange Agreement with DPLA and Letters of Agreement with contributing partners.
- Develop a formal communication plan to raise project project profile and awareness.

### Out of Scope

The following aspects will not be in scope during Phase 1:

- Developing guidelines and tools for broad participation.
- Recruiting contribution partners from outside the initial cohort.
- Hosting workshops, webcasts, or one-on-one consults for existing and potential regional partners.

## MILESTONES

### Initial Timeline

March-July 2014

- Recruit and hire project manager (3/2014).
- Recruit and hire Metadata Specialist (5/2014).
- Identify and test potential harvest/ingest tools and software (5/2014).
- Convene Advisory Committee (5/2014).
- Complete first draft of ESDN Data model (6/2014).
- Convene Metadata Working Group (7/2014).
- Recruit and hire Technology Specialist (7/2014).
- Draft a Permissions Letter for contributing institutions (7/2014).
- Finalize Data Exchange Agreement with DPLA (7/2014).

August-December 2014

- Coordinate with metadata group, regional 3R's liaisons, and other initial partners to map individual collection data to the ESDN data model.
- Refine mapping workflows and regional communication processes.
- Coordinate process to collect permission letters from contributing institutions.
- Establish data normalization and transformation processes in REPOX.
- Advisory Committee quarterly meeting.
- Convene Regional Outreach Working Group.

January 2015

- Contribute at least 50,000 metadata records to the DPLA.

## FUNCTIONAL ROLES AND RESPONSIBILITIES

### ESDN Project Team Responsibilities

The ESDN project team will be hired and supported by the Metropolitan New York Library Council (METRO) office. The project team will be responsible for the facilitation and execution of project planning and goals. The team will coordinate and lead communication with contributors, as well as with 3R's regional liaisons and digital collection coordinators.

The team will be expected to:

- Select and implement appropriate technologies and tools.
- Establish workflows and processes for data ingest, remediation, and sharing.
- Liaise and facilitate communication with contributing institutions, 3R's regional liaisons and digital collection coordinators, as well as Advisory Committee and working groups wherever necessary.
- Maintain Data Exchange Agreement with DPLA and permission letters with contributing institutions.
- Coordinate sharing ESDN metadata with the DPLA.

### Contributor Responsibilities

Contributing institutions will be expected to:

- Manage collection development and set priorities for digitization of resources.
- Secure funding for digitization of their resources.
- Assure privacy and other legal considerations and clearly designate usage rights.
- Assign metadata according to requirements and standards established by the ESDN.
- Make metadata freely available under a Creative Commons CC0 license.
- Notify ESDN of changes to local systems, metadata mappings, or metadata practices for contributed collections.
- Notify ESDN when new collections are ready for harvest and promotion.

## TECHNOLOGIES & WORKFLOWS

Phase 1 will focus on the testing and implementing necessary tools and technology to process the ingest and remediation of metadata from contributing collections. The project team will establish workflows for gathering metadata from contributing systems and repositories, then will apply necessary processes to ready that data for the DPLA.

Technology selection will focus on tools currently developed and implemented at other DPLA service hubs. Workflow and other processes will be dependent on the technologies chosen by the project team.

## COMMUNICATION PLAN

In Phase 1, the following steps will be taken to ensure communication and outreach for ESDN:

- Convene Regional Outreach Working Group to establish a formal outreach plan for ESDN.
- Convene Metadata Working Group to establish a plan for communication with content contributors, including distribution of permission letters, and creation of content sharing guidelines.
- Establish NY3Rs ESDN list-servs or Google Groups for regional partners.
- Create and distribute a quarterly project newsletter.

- Post project documentation on the ESDN website.
- Raise project profile through participation in local and national conferences, panels, discussion groups.

## ASSESSMENT

Assessment for Phase 1 will primarily be in the form of hands-on work with software and metadata. Assessment will consist of testing processes, and progress will be measured in numbers of records ingested and shared with the DPLA.

By the end of Phase 1 the following specific project goals will have been met:

- ESDN will be fully staffed with a Project Manager, a Metadata Specialist, and a Technical Specialist.
- Advisory Committee and working groups will be convened.
- An open-source harvesting/aggregation tool will be tested and implemented and will be hosted and supported by METRO.
- Data Exchange Agreement with DPLA will be in place.
- Initial contributing collections will be identified by METRO staff.
- Content from initial contributors will be successfully ingested, transformed and shared with the DPLA.
- A formal project communication plan will be in place.
- Initial web analytics from DPLA and contributing partners will be collected to begin measuring impact through more qualitative means.