
OUTREACH PROGRAM: IMPLEMENTATION PLAN



MetaArchive Project, Extension Phase

2008-01-17

Summary

This document describes the plan for the MetaArchive Cooperative's outreach and community building activities for the extension phase of our NDIIPP work. This plan details the project activities and deliverables named in Section C: Community Building of the project extension plan. Herein, we detail the required steps and responsibilities for this phase. This document references the project extension plan and other project documents which provide more details about other aspects of the project.

Committee Members

Emory University: Katherine Skinner
Virginia Tech: Gail McMillian
Georgia Tech: Kent Woynowski
Auburn University: Beth Nicol
Florida State University: Plato Smith
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Background from Proposal

Several sections from the original project proposal provide context for this plan:

C1. Community Building Program Implementation Plan (09/07 – 12/07). The Outreach Committee and the Project Manager will design an **Outreach Program Implementation Plan** that will detail the workplan for the following activities: 1) Update and populate the MetaArchive website; 2) Identify and secure presentations at one or more conferences and meetings that address each of four identified communities (archives, museums, libraries, and state digitization groups); 3) Structure and author a book on Distributed Digital Preservation to serve as a guide/manual to our organizational models and technical systems; 4) Design and advertise workshops that the team will host at Emory University and in conjunction with large conferences elsewhere to train interested groups in how to host private LOCKSS networks (PLNs); and 5) Identify at least two new institutional sites that are interested in developing a MetaArchive node, and engage in conversation with them about potential consulting opportunities.

Deliverables Related to Community Building Program Activities:

- Launch of listserv on Distributed Digital Preservation (9/28/07)
- Outreach Program Implementation Plan (12/28/07)
- Release of new website for MetaArchive Cooperative (12/28/07)
- Publication of the *Guide to Distributed Digital Preservation* manuscript (by the MetaScholar Initiative at Emory University) (05/02/08)
- Progress reports on Outreach Program Implementation at six-month intervals (02/01/08; 07/11/08; 01/16/09)

There is a range different community building activities that we will undertake.

1. **ListServ:** The Project Manager will create and manage a Distributed Digital Preservation listserv for workshop participants and other interested parties. This listserv will provide a forum for broad discussion of the methods, tools, and organizational infrastructures associated with the emerging field of distributed digital preservation practices.

Date Due: 09/07 (complete)

2. **Guide to Distributed Digital Preservation:** The Outreach Committee will work with the Project Manager to edit and publish the *Guide to Distributed Digital Preservation* manuscript. The Committee will review the draft manuscript between 09/07 and 03/08 and make suggestions for additional chapters, restructuring, and general edits. The manuscript authors will finalize the text between 04/08 and 05/08, and the book will be formally published by 05/30/08.

Date Due: Review, 03/08; Publication, 05/08 (in process)

3. **Presentations:** We will present to at least five distinct audiences during the 18 month extension phase: library directors, librarians, archivists, curators, and statewide digitization groups. The Outreach Committee will work with our Steering Committee to arrange and secure these presentations during the extension phase.

Several presentations have occurred. They include the following:

- Association of Research Libraries: library directors (Halbert, Cambridge, MA, November 2007)
- Persistence of Memory: statewide digitization efforts, librarians (Skinner, Seattle, WA, November 2007)
- Stewardship of Digital Assets: museum curators, librarians (public and research), corporate librarians (Skinner, Philadelphia, PA, November 2007)
- Coalition of Networked Information: Library directors and IT directors (Halbert, Walters, and Skinner, December 2007)

Several more presentations are already planned. They include:

- Stewardship of Digital Assets: curators, librarians, state archivists (Skinner, Atlanta, GA, February 2008)
- Stewardship of Digital Assets: curators, librarians, state archivists (Skinner, Dallas, TX, February 2008)
- Special Libraries Association: Information professionals in corporations, business, science, government, and academic institutions (Howard, June, 2008)
- Stewardship of Digital Assets: curators, librarians, state archivists (Skinner, Tacoma, WA, November 2008)

Also at this point, several presentations are in the application stage. They include the following:

- Networked Digital Library of Theses and Dissertations: Librarians (McMillan, Halbert, December 2007)
- Library and Information Technology Association: Librarians and IT professionals (Trehub et al, Fall 2008)

The committee has further identified the following venues for possible future presentations:

- Museums and the Web (2009)
- Society of American Archivists (2009)
- International Cultural Heritage Informatics Meeting (biannual conference, 2009)

4. **Workshops:** We intend to host the following two workshops in the next 18 months.

- Half-day Introduction to Distributed Digital Preservation at the 11th International Symposium on Electronic Theses and Dissertations Aberdeen, Scotland, (June 2008)
- Distributed Digital Preservation, Advanced two-day workshop, Atlanta, GA, (Feb 2009)

5. **Website:** The Outreach Committee will review the website plan and its implementation and will assist with updates according to the following schedule:

11/07: Launch the semi-final website (launch stage 1)

12/07: Review the site post-launch

03/08: Launch Drupal site (launch stage 2)

04/08: Review the site post-launch

06/08: Identify all necessary updates for the site and review their implementation

12/08: Identify all necessary updates for the site and review their implementation

05/09: Identify all necessary updates for the site and review their implementation

6. **Consulting:** We will undertake at least two consulting opportunities with groups that are interested in running a MetaArchive node or a MetaArchive-type network.

Archeoinformatics.org: A major archaeological initiative comprised of archaeologists around the country (i.e., at Penn State, the U. of Arkansas, U. of Washington, Arizona State U., and Statistical Research, Inc.). The group has received funding from the Mellon Foundation to develop various cyberinfrastructure initiatives for archaeology and to design projects for data-sharing and data preservation within the archaeological community in North America and beyond. (Skinner consulting with this group Feb 27, 2008)

NDIIPP-funded "Persistent Digital Archives and Library System" project. Arizona State Libraries and Archives (Richard Pierce-Moses) is leading this project to establish a low-cost, highly automated information network that reaches across multiple states. Results will include techniques for taking in large quantities of state data as well as developing a strong data-management infrastructure. Content will include digital publications, agency records and court records. States working in this project are Arizona, Florida, New York and Wisconsin. (Skinner, Halbert, Fenton, and Healey consulted with Pierce-Moses during the initial project period and will continue to consult with this group as they pursue their work over our extension period).

Members of the Outreach Committee, the Steering Committee, and other staff working on the project will share in the responsibility of producing the deliverables, but the Steering Committee members are the individuals responsible for ensuring that the work gets done in time to meet the project timeline.

When

09/28/07	Launch of listserv on Distributed Digital Preservation
12/28/07	Outreach Program Implementation Plan
12/28/07	Release of new website for MetaArchive Cooperative
02/01/08	Progress report on Outreach Program Implementation

05/02/08 Publication of the *Guide to Distributed Digital Preservation* manuscript

07/11/08 Progress report on Outreach Program Implementation

01/16/09 Progress report on Outreach Program Implementation

Notes on this document

This document was completed and approved at the first MetaArchive All-Project Meeting held at Emory University during the project extension phase on Friday 2007-09-28 by the Steering Committee and additional attending project participants. The document was last updated by Katherine Skinner on 2008-01-18.