

CHARGE TO THE CIC IMPLEMENTATION TEAM ON FEDERAL DOCUMENTS DIGITIZATION AND COLLECTION MANAGEMENT JANUARY 2010

Background

Over the past year, the CIC Library Directors have set in motion a process to a) digitize a copy of all U.S. Federal documents held by CIC libraries; and b) develop a collective strategy for the retention and preservation of an adequate number of print copies to satisfy user needs. To help realize these objectives, a CIC Steering Committee on Federal Documents Digitization worked through much of 2009 to outline a staged strategy for identifying available content, and create a sequence for CIC library participation. With the acceptance of the group's recommendation in November, the Directors agreed to charge a second group to flesh out and implement the plan proposed by the Steering Committee.

Charge to the Implementation Team

The Library Directors are charging a group of CIC librarians to exploit or develop tools and strategies that will a) assist our libraries to select and deliver U.S. Federal documents to Google for digitization; b) review and disseminate the quality assurance strategies associated with this project, including efforts by HathiTrust to aggregate serials and reflect other underlying principles for organizing U.S. Government Documents; c) identify resources and strategies for digitizing material that falls outside the parameters established by Google; and d) facilitate the efforts of our libraries to assess their options for print collection management, given the availability of digital surrogates in Hathi and the retention commitments of other CIC and depository libraries. The Implementation Team will be accountable to the CIC Library Directors as a group as represented by two Director liaisons to the Team, and CIC staff that will convene the group and coordinate needed resources.

Scope of Activities

While the Team itself will be in the best position to judge the steps and resources needed to successfully realize the Directors' goals, it would seem that some or all of the following will be needed to implement the plan of the Steering Committee:

- 1) Work with Penn State, Minnesota, HathiTrust and Google to represent the content already digitized—or in the queue to be digitized—by Google.
- 2) Prep Illinois and/or MSU to select and prepare shipments once Penn State has completed its work.
- 3) Work with Google to encourage the most complete possible digitization of Depository items.
- 4) Review available options and strategies to upgrade existing bibliographic records or create new ones as needed.
- 5) Revisit options for hard-to-find records, including library collaboration beyond the CIC, government agency support and commercial vendors.
- 6) Promote Hathi access and help facilitate export of files to GPO.

- 7) Scope out one or two pilot initiatives to achieve comprehensive coverage of selected government agencies
- 8) Develop strategies for digitization of content and formats beyond that being scanned by Google.
- 9) Connect to other documents projects nationally (ASERL, GWLA, CRL, etc.) that complement and leverage the efforts being pursued by the CIC.
- 10) Facilitate strategies for retaining and servicing one or more print copies within the CIC.
- 11) Help the Directors establish a framework in which institutional contributions can be assessed and a model for sustainability developed for building a CIC-wide shared collection of print and digital U.S. Federal Documents.

Composition, Work Process, and Communication

The Implementation Team will be convened by CIC staff and will draw on a range of expertise from CIC libraries, including cataloging, systems building, project management, digitization, and government information. Through regular meetings—conference calls and some face-to-face—the Team will advise the directors of the resources needed to ensure the efficient, complete, and high quality digitization of Federal Documents. The Team will communicate with the directors through the liaisons assigned to the project and by submitting regular reports to the directors in advance of their biannual meetings. In addition, the Team will develop strategies to seek input and share information with the CIC and national documents community, and other interested stakeholders in our libraries.

It is expected that each Team member might need to commit two hours per week to committee work through 2010, the workload probably tapering off in the latter months of the year. The first meeting of the group—by phone—will most likely be scheduled shortly after ALA.