# Everyday Electronic Material in Policy and Practice

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CNI Fall 2010 Membership Meeting

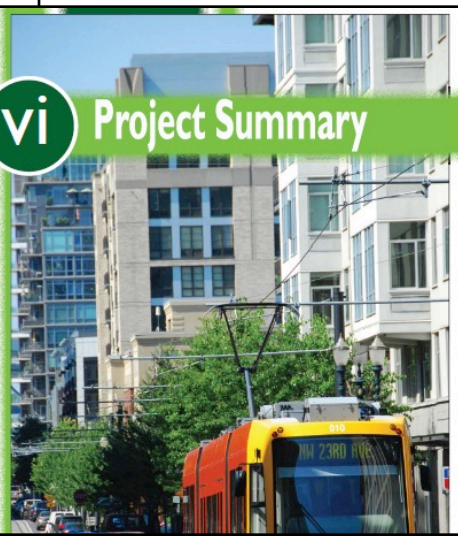
December 13-14, 2010

Introduction

Dietary deficits in minut

International Standard

vi Project Summary



vi Project Su

Oakland Streetcar at a Glance

- Length: 2.55 Miles
- Major destinations served:
  - Downtown
  - Jack London Square
  - Uptown
  - Upper Broadway
  - Chinatown
  - Old Oakland
  - Piedmont Ave
  - Montecool Park
  - Fox & Paramount Theaters
  - Kaiser & Alta Bates Summit Medical Centers
  - Future A's Baseball Stadium
- Transit Connections:
  - 12th St. & 19th St. BART Stations
  - Jack London Amtrak/Capitol Corridor Station
  - Oakland Ferry Terminal
  - 18+ AC Transit Bus Lines
- Construction Cost: $80–$92 Million
- Operations Costs: $2.0–$3.2 Million/year
- Ridership: 6900–7800/day (2035)
- Economic Development:
  - 10,000–12,000 housing units
  - 2.9–3.7 million sq. feet retail space
  - 4.2–4.5 million sq. feet office space
  - 37,000–44,000 construction jobs
  - $600–$800 million in annual sales
- CO2 Reductions: 93,000–114,000 tons/year
- Gasoline Savings: 4.2–5.7 million gallons/year
- Funding:
  - Capital Costs: 30%–55% Federal, 20–25% Regional, 20–50% Private
  - Operations Costs: 70–85% Private, 15–30% Public

AL AREA

April 1, 1962

(Revised slightly, March 26, 1971, by J. H. Thomas.)

collecting area
al collections
ave continued

r partially or
study are those

CISAC
STANFORD

CENTER FOR INTERNATIONAL SECURITY AND COOPERATION

POLICY IN CONTEXT

# Negotiating with North Korea: 1992–2007

# Policies and workflow needed

- For digital material that selectors deem important to include in SULAIR collections
  - That are not included in e-resource packages
  - That are vulnerable and may not be available from source over time

# What if the trickle became an avalanche?

Brendio

Dawn

# Needed: Processing Pipeline

- Capturing objects
- Determining rights
  - Redistribution
  - Preservation
- Technical Services processing
  - Purchasing
  - Creating metadata
- Providing access and preservation services

Yinghai

# The Plan

- Based on work outlined in a planning grant (thank you Andrew W. Mellon Foundation)
- 14 months start to finish (Sept 09-Nov 10)
  - Convene cross-functional team
  - Create policies
    - Rights
    - Collecting
  - Develop software
  - Train
  - Share

# Project launch

- Set up team
  - Project manager
  - Technical manager
  - UI design expert
  - 2 developers
  - Metadata specialist
  - 2 business analysts (librarians)
    - Collections
    - Technical Services
- Review specifications

# Check work practices

- Adapted methods from CLIR workshop
- Video-recorded
  - Selector capturing digital material
  - Acquisitions staff processing e-resource requests

# Functional Requirements

Added by Katherine Kott, last edited by Tom Cramer on Nov 13, 2009 (view change)

## Requirements from five stakeholder groups

### 1. Requirements from Selectors

| Function |
| --- |
| Pre-order record-keeping |
| • Ability to record rejection decisions on the |
| Make a request to Acquisitions |
| • Indicate that there is a Symphony record f |
| • Submit a digital object or objects to an onli |

Requirements, project plan documented on wiki

Dashboard › EEMs › Everyda… EEMs

# DOR content m…

Added by Lynn McRae, last edited by Lynn McRae on Jun 23, 2010 (view change)

EEMs will use an aggregate model for describing an EEMs entry. In this model there is a parent nc

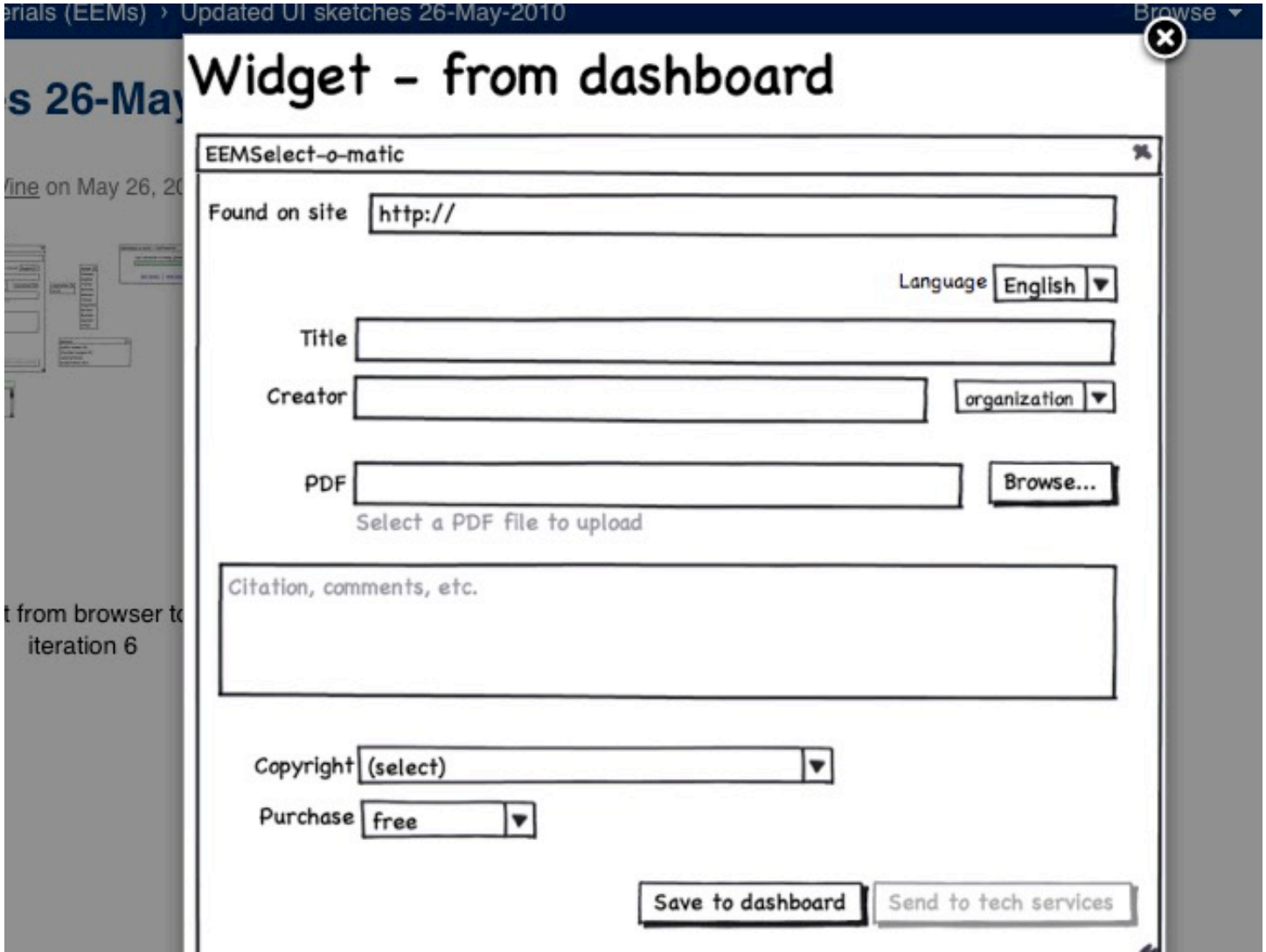
The EEMs process starts with an EEMs request object, one that may turn into the bibliographic res (multiple Symphony records) (this process is not yet defined).

## EEMs Request Metadata

The following datastreams are used in the parent to manage the EEMs request process and the re content files are uploaded.

| name | note |
| --- | --- |
| identityMetadata | Initially just the objectId, objectType, etc., later the catkey from Symphony |
| eemsProperties | Contains basic EEMs request values to manage the process -- selector sune |
| eemsActions | Records actors, actions, notes and communications between selector and pr |
| eemsRequestWF | Workflow to manage the EEMs request and the creation of the Symphony re |
| eemsAccessionWF | Completes the DOR record -- descriptive metadata, ingest and shelving |

# Mock-ups for user interface



# Development begins

- A “widget” that floats above web pages for upload and submission
- A “dashboard” for submitting after permission is received
- Necessary infrastructure for ingest into digital library environment
  - Digital Object Registry (Fedora)
  - Integration with Sirsi/Dynix Symphony system and SearchWorks

# Policy questions arise

- Who has responsibility for determining redistribution rights?
- What collections policies pertain to this material?

# Convened EEMs Policy Group

- AUL / Chief of Staff (copyright expert)
- AUL for Technical Services
- AUL for Collection Development
- AUL for Public Services
- AUL for the Science and Engineering Libraries and DLSS
- Associate Director, Digital Library Systems and Services

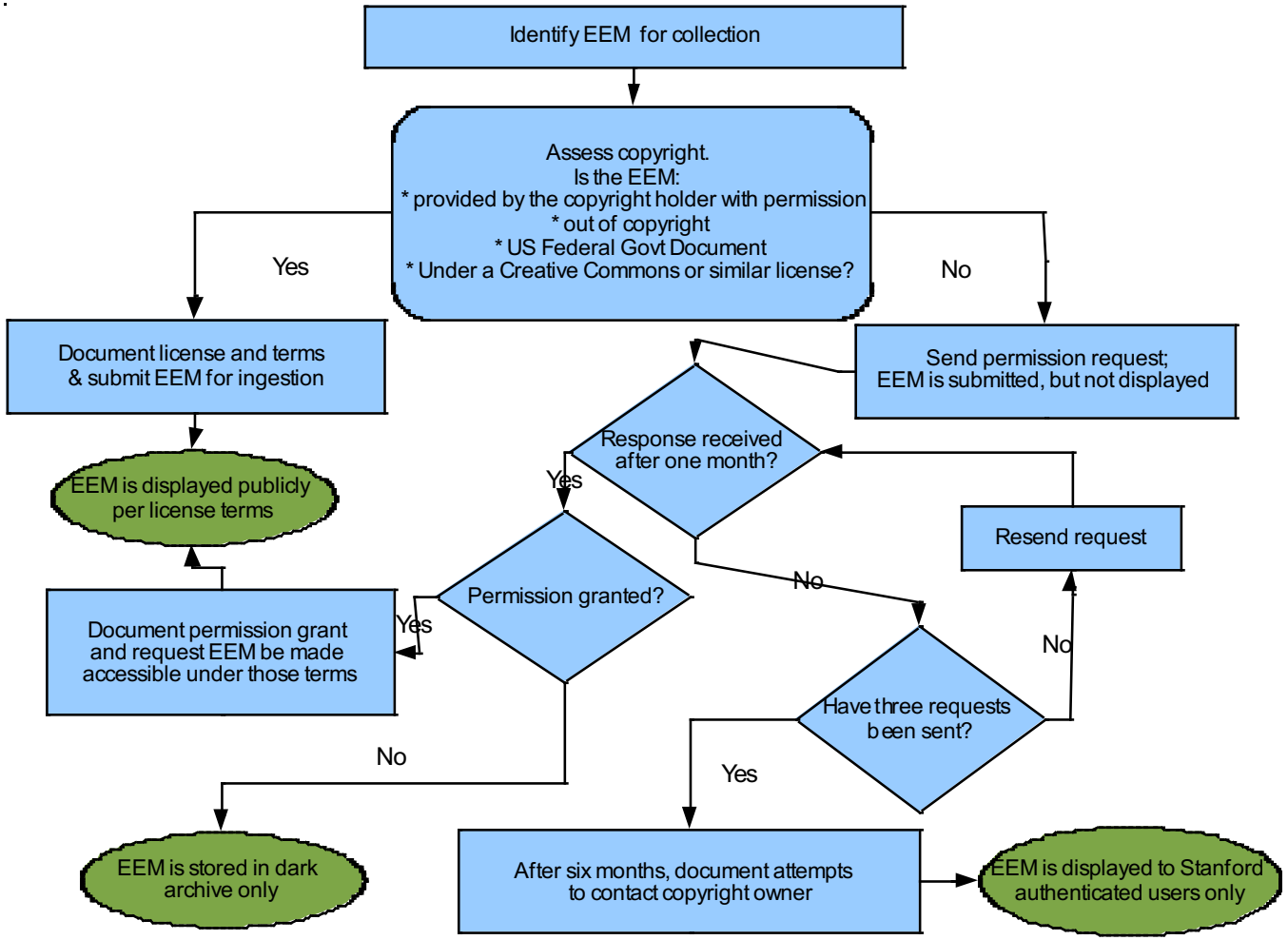
# Distributing EEMs

- By collecting EEMs and posting them in our catalog, SULAIR is distributing the material
- Requires permission, since it is a rights holder's exclusive right
- Also requires that we undertake the assessments of risk that publishers normally undertake
  - Third-party copyright
  - Libel, privacy, etc.

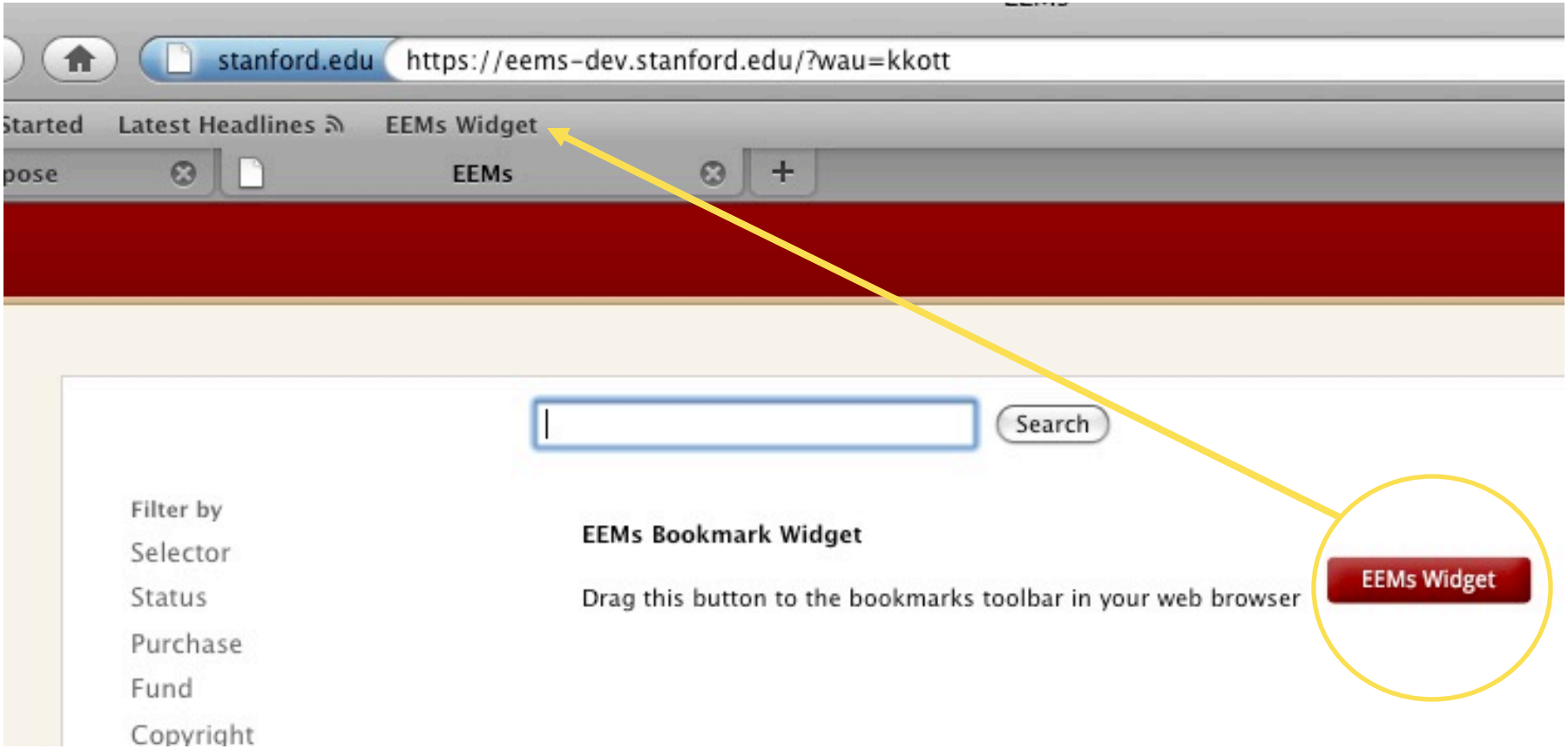
# Rights limitations do not apply

- Educational use does not equal fair use
  - inclusion in the catalog is beyond the traditional understanding of educational use
- 108 and TEACH do not apply broadly
- 109 could apply if use is restricted to one user at a time (no current plan to implement)
- Issue has been extensively reviewed with the General Counsel

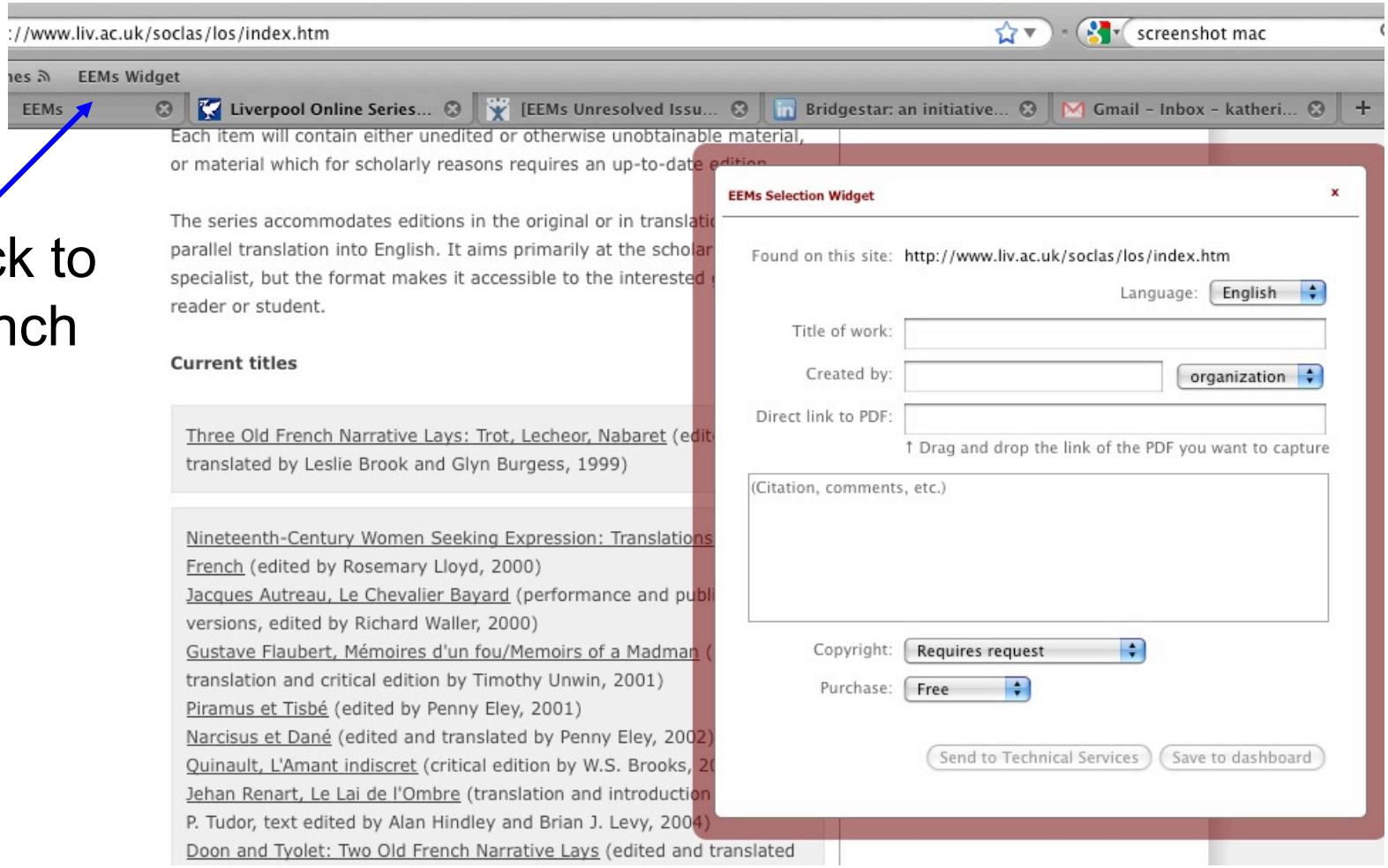
# Permissions workflow



# Drag and drop widget to browser toolbar

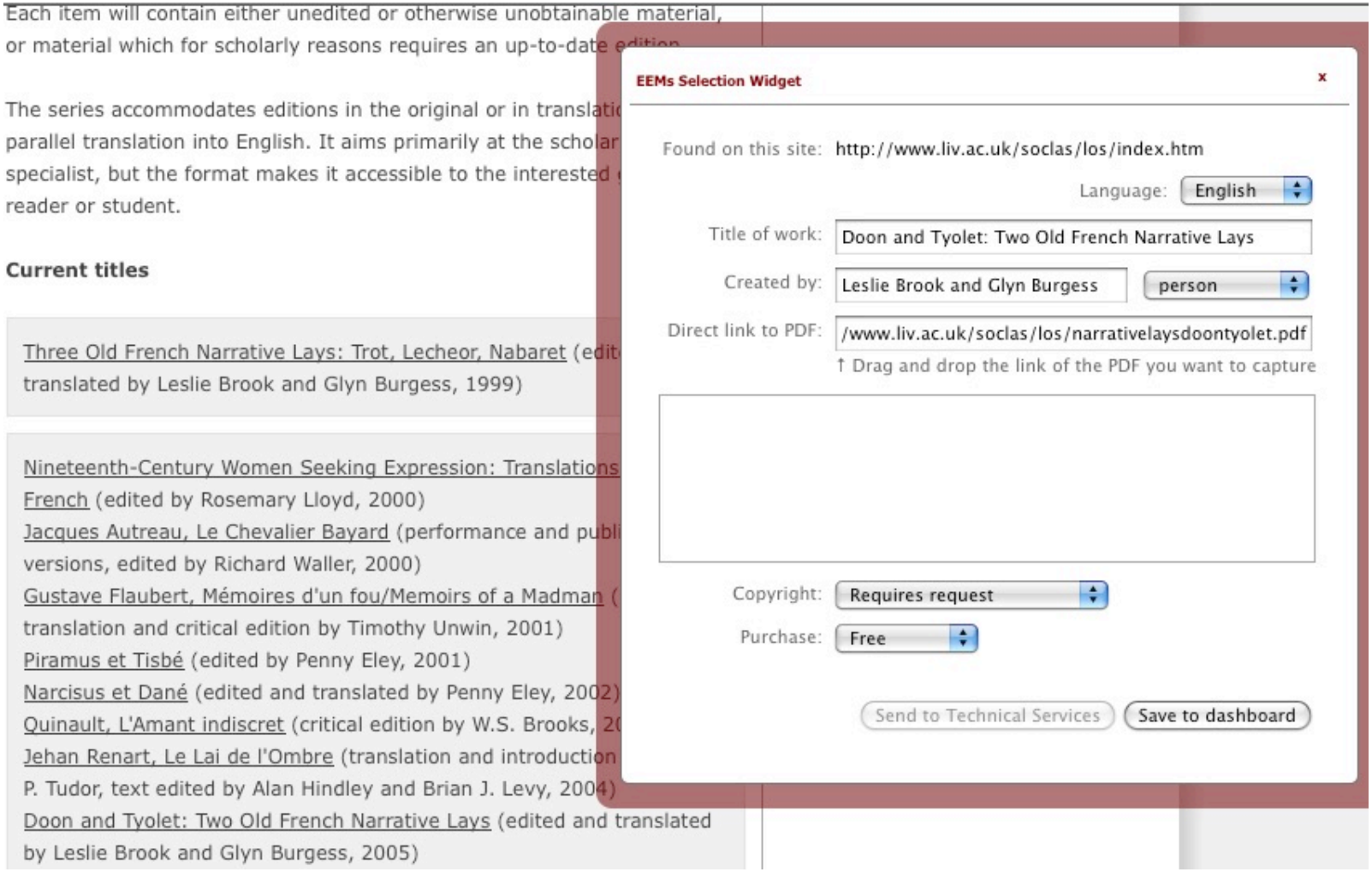


# On source web page, launch widget




Click to launch

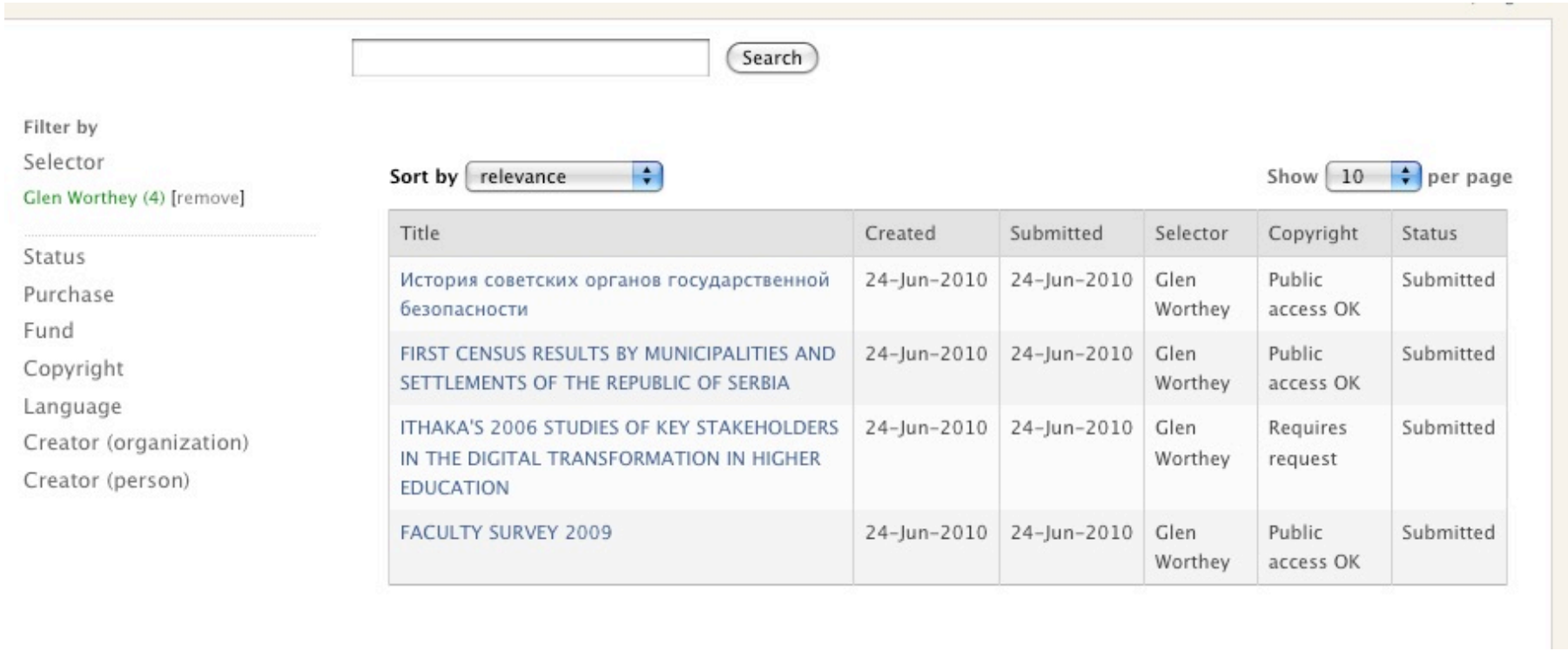
# Completed widget



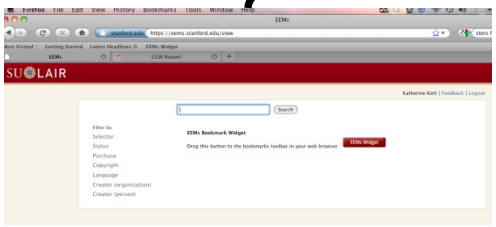
# Return to EEMs dashboard to…

- Check status
- Change rights status and upload rights assertions
- Send to Technical Services
- Cancel requests

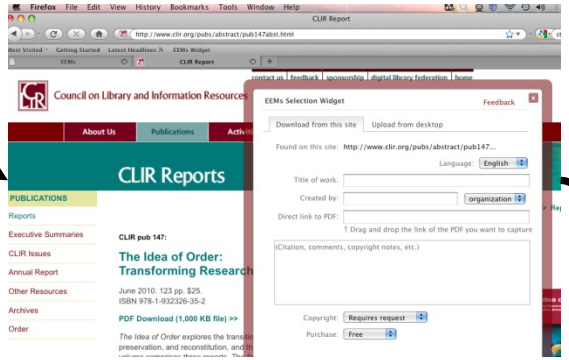
# EEMs dashboard: List



# Everyday Electronic Materials (EEMs)

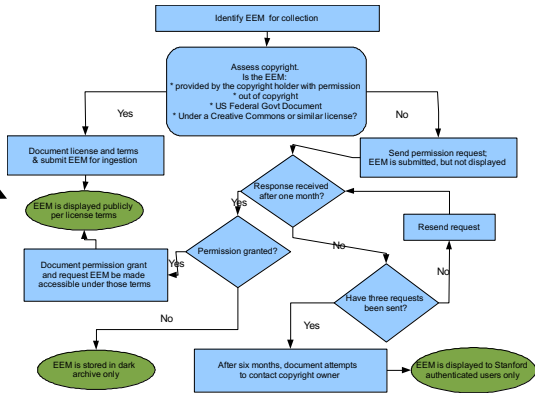


Web-based application provides “dashboard” for installing the widget and tracking EEMs

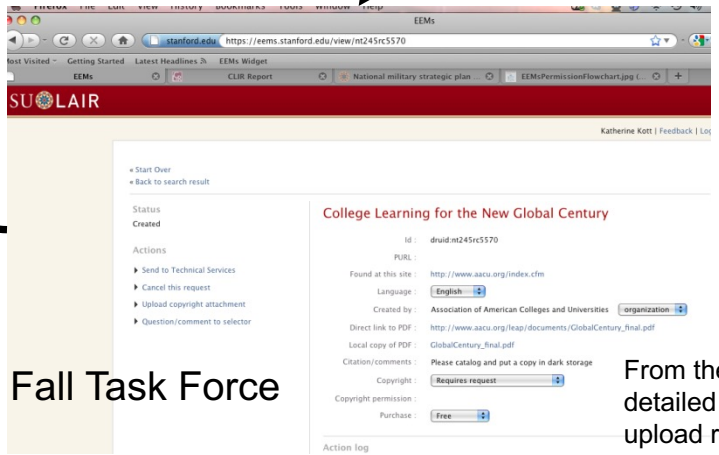



Launch widget “bookmarklet” to download PDFs found on the web or upload documents from the desktop

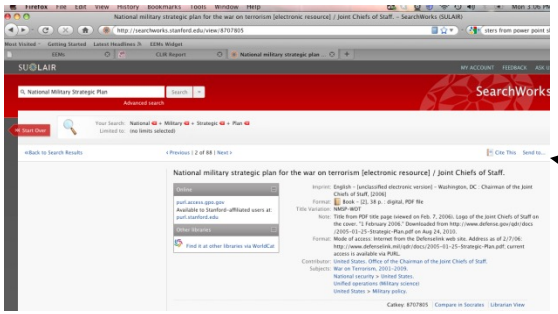
Send to Technical Services for Payment (if needed) and cataloging




Determine whether permission must be obtained




From the dashboard’s detailed view, selector may upload rights assertion documentation, or cancel the request




When the title is cataloged, it is available through SearchWorks and Socrates OPACs

Workflow for collecting single digital objects: CNI Fall Task Force Meeting, December 12-13, 2010



Software distribution on GitHub.com

# Collection policies

- When rights issues are complex, prefer purchasing print, if available
- In what collection areas are EEMs key resources?
- Are EEMs the new “gray literature?

# Technical services workflow

- There may be different records for different manifestations
- What is the priority for EEMs processing?
- Technical services processing can handle single title selection, but not bulk harvesting

# Help for Selectors

**E-Resource Ordering Form**.

For new licensed e-resources, such as databases, backfiles, and e-book packages.

- **Documentation**
- **FAQ**

**Internet Cataloging Form**.

For requesting cataloging of a free e-resource, or adding a link to an existing resource.

- **FAQ**

**EEMs (Everyday Electronic Materials) for All**.

For capturing e-resources to be added to the collection and preserved in the digital repository.

# Outstanding questions

- Would a permissions workflow support tool be a valuable addition to the EEMs tool?
- What kind of bulk harvesting might be enabled for this type of material?

More information at lib.stanford.edu/eems

# QUESTIONS AND COMMENTS