Everyday Electronic Material in Policy and Practice

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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
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
Requirements, project plan documented on wiki
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

1. Identify EEM for collection
2. Assess copyright:
   - Is the EEM:
     - provided by the copyright holder with permission
     - out of copyright
     - US Federal Govt. Document
     - Under a Creative Commons or similar license?
3. If yes, send permission request; EEM is submitted, but not displayed.
4. If no, resend request.
5. If yes, response received after one month?
6. If yes, permission granted?
    - If yes, EEM is displayed publicly per license terms.
    - If no, document permission grant and request EEM be made accessible under those terms.
8. If yes, EEM is stored in dark archive only.
9. If no, after six months, document attempts to contact copyright owner.
10. If yes, EEM is displayed to Stanford authenticated users only.
11. If no, have three requests been sent?
    - If yes, resend request.
    - If no, send permission request; EEM is submitted, but not displayed.
Drag and drop widget to browser toolbar
On source web page, launch widget

Click to launch
Completed widget

Each item will contain either unedited or otherwise unobtainable material, or material which for scholarly reasons requires an up-to-date edition.

The series accommodates editions in the original or in translation, parallel translation into English. It aims primarily at the scholarly specialist, but the format makes it accessible to the interested reader or student.

**Current titles**

- Three Old French Narrative Lays: Trot, Lecheor, Nabaret (edited and translated by Leslie Brook and Glyn Burgess, 1999)
- Gustave Flaubert, Mémoires d’un fou/Memoirs of a Madman (translated and critical edition by Timothy Unwin, 2001)
- Piramus et Tisbé (edited by Penny Eley, 2001)
- Narcissus et Dané (edited and translated by Penny Eley, 2002)
- Doon and Tyolet: Two Old French Narrative Lays (edited and translated by Leslie Brook and Glyn Burgess, 2005)
Return to EEMs dashboard to…

- Check status
- Change rights status and upload rights assertions
- Send to Technical Services
- Cancel requests
EEMs dashboard: List

<table>
<thead>
<tr>
<th>Title</th>
<th>Created</th>
<th>Submitted</th>
<th>Selector</th>
<th>Copyright</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>История советских органов государственной безопасности</td>
<td>24-Jun-2010</td>
<td>24-Jun-2010</td>
<td>Glen Worthey</td>
<td>Public access OK</td>
<td>Submitted</td>
</tr>
<tr>
<td>FIRST CENSUS RESULTS BY MUNICIPALITIES AND SETTLEMENTS OF THE REPUBLIC OF SERBIA</td>
<td>24-Jun-2010</td>
<td>24-Jun-2010</td>
<td>Glen Worthey</td>
<td>Public access OK</td>
<td>Submitted</td>
</tr>
<tr>
<td>ITHAKA'S 2006 STUDIES OF KEY STAKEHOLDERS IN THE DIGITAL TRANSFORMATION IN HIGHER EDUCATION</td>
<td>24-Jun-2010</td>
<td>24-Jun-2010</td>
<td>Glen Worthey</td>
<td>Requires request</td>
<td>Submitted</td>
</tr>
<tr>
<td>FACULTY SURVEY 2009</td>
<td>24-Jun-2010</td>
<td>24-Jun-2010</td>
<td>Glen Worthey</td>
<td>Public access OK</td>
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</tr>
</tbody>
</table>
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

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

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

Assess copyright.
Is the EEM:

* provided by the copyright holder with permission
* out of copyright
* US Federal Govt Document
* Under a Creative Commons or similar license?

Yes

Send permission request; EEM is submitted, but not displayed

No

Response received after one month?

Yes

Document license and terms & submit EEM for ingestion

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

No

Document permission granted; EEM made accessible under those terms

No

Three requests

Yes

EEM is displayed publicly per license terms

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Permission granted?

Yes

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Permission granted?

No

Warning: EEM is displayed to Stanford authorized users only

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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