

**Orbis Cascade Alliance
Content Creation & Dissemination Team
Working Groups for FY16
Post-discussion at July 9 Meeting
2015 August 7**

Initiatives Retained by CCD Team:

- High-level work on digital content aggregation, particularly work toward Digital Public Library of America hub for Alliance institutions and Council and Board-level discussion of the Alliance's objectives for digital content
- Oversight, coordination of tasks taken on by Working Groups, including receiving recommendations and reviewing for next steps

Archival Collection Management Working Group

- Purpose: Advise Archival Collection Management function of the Archives & Manuscripts Collections Service
- Background: Existing group, charged in the latter half of FY15 to wrap up its work by 2015 December 31. Further parameters at https://www.orbiscascade.org/file_viewer.php?id=2347
- Charge: See <https://www.orbiscascade.org/archival-collection-management-working-group-fy16/>
- Contribute findings to the CCD's annual report

EAD Database Working Group

- Purpose: Advise EAD Database (Archives West) function of the Archives & Manuscripts Collections Service.
- Background: New group. Was not staffed in the last half of FY15 because of focus on the Archives West redesign that needed only specialized groups. The group should carefully review as background the following documents:
 - Archives West site: <http://archiveswest.orbiscascade.org/>
 - Overview of redesign objectives: <https://www.orbiscascade.org/researcher-site-redesign-fy15/>
 - Visual specifications for redesign: https://www.orbiscascade.org/file_viewer.php?id=1989
 - Final notes from FY15 Interface and Usability Design-Infrastructure Working Group: https://www.orbiscascade.org/file_viewer.php?id=2793
 - EAD3 information at EAD site: <http://www.loc.gov/ead/>
 - [National Archival Authorities Cooperative](#)
- Charge:
 - Focus for FY16 is post-launch of Archives West, including:
 - Usability review and user testing post-launch
 - Creating proposal for medium-term technical support and maintenance needs and how to address them
 - Track on and propose approach to EAD3 once that standard is released
 - Continue tracking on nationwide adoption of EAC-CPF and, in particular, development of the National Archival Authorities Cooperative

- Maintain good communication with the Archival Collection Management Working Group to be well-informed about the ArchivesSpace pilot
- Contribute findings to the CCD's annual report

Digital Content Working Group (Joint with membership of Representatives from all other Teams)

- Purpose: Support top-priority goals of the CCD Team for FY16: Aggregate unique Alliance digital content, facilitating discovery of unique materials in the SILS Shared Primo space
- Background: New group. The group should carefully review as background the following documents to inform their work:
 - Draft digital content metadata standards https://www.orbiscascade.org/file_viewer.php?id=220 and preliminary work on DPLA https://www.orbiscascade.org/file_viewer.php?id=2195
 - Council and Board discussion of organizational goals for digital content
 - CCD's work on DPLA <https://www.orbiscascade.org/ccd-team-meeting-2014-october-9>
- Charge:
 - Support first-priority goal of aggregating unique Alliance digital content.
 - Review, distribute for comment, revise, and facilitate the adoption of shared digital content metadata standards
 - Begin to identify shared approaches to metadata cleanup
 - Gather information on what DAMs and IRs Alliance members are using in a space that members can update as there are changes
 - Support second-priority goal of facilitating the identification of practices, approaches, and methods for representing unique content in Alliance Primo
 - Communicate clearly what defines “unique” materials in Alliance Primo
 - Gather information on what Alliance members are currently doing with unique collections in shared Primo, and what they would like to do
 - Facilitate discussion of selecting materials for inclusion in shared Primo
 - Support the CCD Team in becoming an equal player in understanding and effectively working in the SILS
 - Contribute findings to the CCD's annual report

Digital Preservation Working Group

- Purpose: Develop digital preservation strategies, Focus on training/education/consultation and practical actions at the institutional level, and explore national-level solutions including, but not limited to, HathiTrust and Archivematica DuraCloud
- Background: New group. The group should carefully review as background the following documents to inform their work:
 - Digital Services Team reports:

- 2010 https://www.orbiscascade.org/file_viewer.php?id=1763
 - 2011 https://www.orbiscascade.org/file_viewer.php?id=1761
 - 2012 https://www.orbiscascade.org/file_viewer.php?id=1769
 - 2013 https://www.orbiscascade.org/file_viewer.php?id=1767
- Clareson/Bischoff report 2011(in 2011 DST report)
- Charge:
 - Develop digital preservation strategies, Focus on training/education/consultation and practical actions at the institutional level. Create specifications for and work with the Program Manager to hire and facilitate the work of a digital preservation trainer to do site visits at Alliance institutions to focus on the above.
 - Explore national-level solutions including, but not limited to, HathiTrust and Archivemata DuraCloud: this item may be specifically a joint investigation with the Shared Content Team.
 - Contribute findings to the CCD's annual report

Exploration Working Group

- Purpose: Coordinate efforts of three groups exploring Open Educational Resources, Data Sets, and physical sharing of unique collections.
- Background: New working group. The group as a whole is responsible for exploring three new areas that the Alliance has not, to date, formally considered having a role in.
- Charges for each group:
 - OERs: Explore possible Alliance role(s) in creation, discovery, and access to Open Educational Resources (OER)s, including e-textbooks. (Possibly joint with Shared Content). Create a report for CCD that succinctly defines OERs, the issues with their creation, management, and locating quality OERs for educational use, and what role(s), if any, the Alliance might play.
 - Data Sets: Perform environmental scan of data management issues in Alliance institutions in order to determine needs, current practices, and an appropriate Alliance role. Create a report for CCD that succinctly defines data sets, the issues with their creation, management, and use, and what role(s), if any, the Alliance might play.
 - Share Unique Collections: Explore physical collection sharing by connecting with existing formal and informal collection sharing activities in region. Create a report for CCD that summarizes those activities, identifies the issues associated with physical collection sharing, and what role(s), if any, the Alliance might play.

Working Group Schedule/Sequence
2015 August 7

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Team												
ACM												
EAD												
DC												
DP												
EXP												

Notes on timing:

- Team assumed to work all year
- ACM needs to complete pilot and report out on financial implications in time for FY17 budget (due 2016 Jan 31)
- EAD working primarily on follow-up items from Archives West redesign
- DC working very immediately; work on high-level related topics by Team will go on all year
- DP and EXP to work primarily in second half of the year in order to report findings at Summer Meeting