

Publishing Your Digital Scholarship Project

PROJECT TITLE: _____

PROJECT OWNER(S): _____



The Big Picture

1. Who is the audience for this work?

2. What are the individual citable elements within this project?

Do you need to be able to update or add to this project? How often and for how long?

What does success look like?

How do you need to be able to demonstrate success and impact?



1. STABILITY

A stable digital scholarship project is built using trusted and sustainable hardware/software. It is hosted in an environment where the publisher or project owner(s) can control access to content, infrastructure, and security settings. Funding should be discussed to ensure that costs of long-term hosting and domain ownership are accounted for.

Where does/will this project live? Are their costs associated with hosting and how will those be covered?	
Is there a URL for the project, and who owns that domain?	
How will the domain be paid for long term and where will you store information about the domain servicer and payment method?	
Are softwares, hardwares, code bases, or other digital tools integral to the project sustainable and regularly updated?	

2. DISCOVERABILITY

Projects should be discoverable to their intended audience. This can happen on the web, in academic catalogs, databases, and indexes, often requiring the creation of specialized metadata or formats, and through platforms or content delivery systems unique to the media or discipline.

How do(es) the audience(s) for your work find their information or consume media?	
Is there any reason that you would want to restrict access to your project? If so to/from whom?	
Is this project easily discoverable via search engines?	
Do you want it to be discoverable via library catalogs and/or WorldCat?	
Should it appear in academic indexes or databases? Which ones? Which items should be individually discoverable?	

3. CITATION

A citable project will provide clear information about authorship and dates of publication, as well as stable links and identifiers to guide researchers and facilitate the use of impact tracking tools.

Is information about the authorship, publisher, and initial publication date easily found on/within the project?	
What are the individual citable elements within this project?	
Is there a preferred citation for the project as a whole?	
Do all individually citable scholarly artifacts have preferred citations and stable links?	
Which items need to have DOIs and how will those be minted? Is there a record of all DOIs and links associated with this project so that records can be updated in the event of a migration or sunsetting?	

4. PRESERVATION

Digital scholarship projects should be preserved to ensure long-term access. Since DS projects are often complex and multifaceted, we need to consider whether we have captured the project as a whole, preserved access to individual citable components, and maintained functionalities key to the value of the project, such as interactivity or the ability to manipulate data.

If appropriate, is this project web archived? Is there a plan to regularly capture this project going forward?	
How can you preserve the project as a whole? Will you include instructions for migration and or redeployment?	
Will you preserve individual, citable components? What stable file formats will you use	
Where do embedded media assets, embedded or underlying data, and metadata live?	
Will you capture images, video, screencasts or web recordings of the project to demonstrate	

function, interaction, or multimedia components?	
Where will preservation materials be stored and/or published?	

5. TRACKING

There are a variety of reasons why project owners might want to track their projects. Demonstrating the impact of one's research is important for faculty working in academic institutions, and so the ability to demonstrate the volume of visitation, downloads, and citations can be essential. Tracking can also be important to demonstrate return on investment to investors or funders.

In addition to analytics tools, other forms of demonstrating impact may include press coverage, course adoptions, and narrative reviews.

What kinds of information would you like to know about how many people are viewing your project? (ie. views, downloads, visitation)	
Are you interested in collecting impact metrics and data on citations?	
Would you like to have this project peer reviewed?	
What (if any) kinds of information or data are you not comfortable being collected about the people who visit your project?	
Are there other kinds of usage and impact that you would like to capture? (ie. coverage in news outlets, course adoptions and classroom use)	



End of Life Planning

Digital scholarship projects can go on for years; some projects may even be considered "living" publications, undergoing regular updates or hosting active and collaborative communities. However, there are other projects that reach a natural point of stasis and may be statically published, or may choose to end active hosting and live on as preservation artifacts. No matter what the owners decide, the Library may not (or may not always) be in a position to provide identical services over the lifetime of the project.

The health of your partnership and the long-term sustainability of your project can both be strengthened by planning in advance for the end of active development, hosting, and the provision of services. Use an MOU, like the sample provided, to outline the terms under which you will collaborate with your project partner and how your relationship and your participation in the project will end.

- How long will services be provided? Will a reappraisal and possible renewal occur at some point in the future?
- Do you have a plan to sunset or archive the project partnership, or transfer ownership and/or services to another entity? Can you link to technical documentation on how you will achieve sunsetting or migration?
- What kinds of export formats are available - for the project as a whole? For individual items? For data?
- Is there a Memorandum of Understanding (MOU) or other written agreement in place for this relationship?



Sample MOU

Memorandum of Understanding

between
The Libraries
and
The Project

Purpose

This memorandum of understanding is to establish an agreement between Columbia University Libraries (the Libraries) and The Project Owners (the Project) with regard to hosting the open-access digital critical edition (the DCE) and its associated media assets (including but not limited to image and/or audio) on the Libraries' servers in its fully functional form, and also providing digital preservation services. This memorandum of understanding is valid for a period of at least three years, after which it is subject to review and, potentially, renewal for another three years.

The Project will:

1. Assume responsibility for matters pertaining to copyright and accessibility.
2. Designate PROJECT OWNER (and any further Project team member, as necessary) as the liaison for purposes of this agreement.
3. Any audio/video deposited to *The Library Repository* will be in accordance with the platform's published accessibility and format requirements.
4. Provide the Libraries with a completed, final static site for hosting at the URL theproject.library.edu by approximately August 2021 (this date may be changed as needed), to be refreshed by periodic updates.
5. Notify the Digital Scholarship Unit if there are any changes in personnel that will affect the realization of this agreement.
6. If necessary at some future time in order to provide continued access, The Project permits (but not requires) the Libraries to upgrade hardware and/or software or to migrate the website to a newer platform, verifiably preserving all data and functionality.
7. Provide any metadata as specified by the Libraries.

The Libraries will:

1. Load online and store the digital files associated with the DCE and make it available via the library-maintained storage and web hosting platforms.
2. Advise through regularly scheduled meetings on accessibility requirements and the process for ingestion of textual and audiovisual content into *The Library Repository*.
3. Advise through regularly scheduled meetings on media permissions and copyright requirements for the project. Intake the documentation and maintain for long-term storage as per Libraries guidelines.
4. Designate LIBRARIAN, the Digital Publishing Librarian, as the liaison for the purposes of this agreement.
5. Notify the Project Owners if there are any changes in personnel or organization that will affect the realization of this agreement.
6. Mint DataCite DOIs for Project Owner-selected digital objects associated with the DCE. Provide clear specifications for metadata to be provided by The Project. Allow for revisions or updates to data relating to the DOIs. Ensure proper resolution for the DOI's target resource.
7. Catalog the DCE and ensure its inclusion in the Library Catalog, Google Scholar, and other relevant disciplinary databases identified by the Project Owner.
8. Consult through regularly scheduled meetings on a marketing plan for the DCE.
9. Perform routine services such as regular backup and timely restoration of files to the extent allowed by Libraries' existing hardware and software.
10. Define a mutually satisfactory service level agreement (SLA) for uptime, data integrity.
11. Ensure open-access availability.

Termination:

1. This agreement may be terminated by either party upon sixty (60) days written notice. If termination is initiated by the Libraries, they will ensure alternate hosting arrangements for a minimum of one year, or short-term provisions for temporary hosting platforms, e.g., payment of 3 months' of S3 server.
2. Failure to adhere to the terms of this agreement may lead to its termination.
3. This agreement will be revisited no later than three (3) years after its date of signature, at which point it may be amended, annulled, or renewed if mutually acceptable to both signatories.

Approved by:

Name
Institution/Organization
Address
Phone:
Email:

Date

Name
Institution/Organization
Address
Phone:
Email:

Date