Digital Content Life Cycle Management Task Force:
Strategy for Digital Content Reformatting, Preservation, Management and Access

The Library is already deeply engaged in digital content creation, and it needs to determine the most effective way to create, organize, manage, deliver and sustain access to this content. The Digital Content Life Cycle Management Task Force (DCLCTF) is charged with identifying the needs, the stakeholders and their responsibilities, and one or more models for how the work should be organized at Illinois. The recommendation should include a discussion of organizational, staff, and system/technological requirements.

We ask the team to address the following organizational and operating points:

1. Articulate the principles and methods that are critical to effective digital content life cycle management, including selection, digitization, metadata creation, quality review, management and access, and long-term archiving.
2. Define the digitization needs and priorities for all types of content, Google, non-Google, OCA, Special Collections, large format, newspaper, media, and other formats. Recommend a viable model or combination of models for funding non-Google digitization—grants, non-recurring funding, and/or annually budgeted funds.
3. Define an effective organization and management structure to support the life cycle of digital content creation, access and management, and sustained availability. What are the leadership roles that are critical to the digital content life cycle, and how do they relate to the current functional areas of the Library? What are the staffing needs required to support and sustain the digital content life cycle?
4. Articulate central roles (where pertinent) that each of the areas below provides in support of the digital content life cycle. Describe the necessary interactions between and among these areas. Identify any functions that are missing.
   a. Digital Content Creation
   b. Content Access and Management (CAM)
   c. Digital Services and Development (DSD)
   d. Preservation
   e. IDEALS
5. Recommend any organizational changes to these units or to the relationships among them that would improve the digital content life cycle management process

Each library’s operational structure reflects its community emphases and its resident strengths. In developing its plan, the Team should utilize peer library comparisons, and assume that there will continue to be a decentralized component to this work. The DLF’s recently developed Service Framework for Libraries serves as a useful framework that the Team is urged to consider using as it examines the context and the organizational structure for this overarching set of functions. An action plan with recommendations to the University Librarian is expected by May 1, 2008.

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