

## **2. Build an OAIS-Compliant System for Managing Cornell's Digital Assets.**

In collaboration with CIT and external partners, establish within three years a fully functioning, administratively supported, and sustainable OAIS-compliant repository system for managing and preserving Cornell University's digital assets, extending beyond the library to encompass university records of continuing value. This system must meet or exceed certification requirements currently being defined.

Reporting to the Library Management Team and under the leadership of Anne Kenney, the LMT liaison, and Nancy McGovern and Marcy Rosenkrantz, the Team leaders, the OAIS Depository Implementation Team will:

- Ensure collaboration both within the university and beyond.
- Secure institutional commitment to this process that reaches the highest administrative levels of the university.
- Work with other partners to build this system and to ensure compatibility with OAIS-compliant repositories that other institutions are creating or committed to creating (e.g., Harvard, CDL, Michigan, Texas, Library of Congress, as well as those in other countries such as the Koninklijke Bibliotheek) and to ensure the resulting system meets or exceeds certification requirements.
- Refine and implement the recommended three-year plan:
  - *Year 1:*
    - educate
    - draft policy dissemination
    - identify stakeholders and encourage buy-in
    - select partners
    - complete a gap analysis.  
*Note: The gap analysis will focus on five digital assets: digital image collections, Euclid journals, ArXiv pre-prints, USDA materials, and university content (material in D-Space, University Press, e-journals, university records, Web content management system).*
    - define functional specifications and requirements
    - conduct cost analyses
    - prepare a request for information (RFI)  
*Note the order of things in year 1 may need to be rearranged. Some things can be scheduled to proceed in tandem others not.*
  - *Year 2:*
    - develop partnership agreements
    - develop implementation and business plans
    - begin development phase.
  - *Year 3:* Continue and complete development.
  - *Year 4 and on:* Populate and maintain digital archive.

As a first step, the Team will review and, if appropriate, recommend modifications to this charge, and it will develop an initial work plan that will include a projected timeline, measures of success, and a budget. The budget should reflect how much it will cost to accomplish the objective and estimate what part of this will come from existing resources and what part will require new funds.

The work plan should be provided to LMT by February 15.

The Team will provide brief written progress reports to the Library Management Team no less frequently than each quarter and a final report at the conclusion of its work.