



The University of Georgia

TO: Membership of the Digital Curation Work Group
FROM: ^{WGP} William Gray Potter, University Librarian and Associate Provost
RE: Committee Charge
DATE: January 16, 2014

This communication serves as the charge for the UGA Libraries Digital Curation Work Group.

Rationale

The UGA Libraries holds a large-scale and rapidly growing local digital collection comprised of both digitized and born-digital content. This collection is the product of more than 16 years of digital library activity, with an unprecedented acceleration during the past 5 years. For a point of comparison, the entire Hathi Trust holding more than 10 million volumes of digital books amounts to 488TB of data. The UGA Libraries manages nearly 200TB more.

The principal categories of digital library activity that have generated our local digital collection include:

1. *Digitization of paper and image based materials*, including special collections, government publications, and newspapers, which generates more than 4 million online page views per year.
2. *Digitization of at-risk analog audio-visual material* converted in the interest of preservation.
3. *Acquisition of born-digital audio-visual material* received largely through the Peabody Awards submission process and oral history production.
4. *Collection of born-digital electronic records*, which follows the shift to digital work products by the people and organizations whose records we collect.
5. *Development of the Athenaeum scholarly repository* providing stewardship and access for UGA research and related digital content.

Digitization has allowed the Libraries to build resources of instant global reach that have generated exciting research and learning outcomes at the University, across Georgia, and nationally. Many of the organization's most compelling ambitions for the future require the ability to preserve and share digital objects. Also, this ability has become essential for the preservation of at-risk media and born-digital content that we collect. But the scale and level of complexity at which we now work necessitates the careful reexamination of our approach to curating the digital collection that we hold.

Responsibilities

The overarching purpose of the Digital Curation Work Group is to promote the long term integrity of and access to the locally-held digital collections of the University of Georgia Libraries.

The group serves in an advisory capacity, reporting and making policy and other recommendations to the UGA Libraries Technology Oversight Group and the Libraries units that generate and manage digital content.

Among the Group's principal activities are to:

- Study the current environment and explicitly define the scope of the Libraries digital preservation challenge;
- Identify and recommend areas for development of common practice and policy across Libraries units;
- Serve as an advisory group in the selection, implementation, and use of a new digital storage system and other management and access systems to be shared across the libraries;
- Develop strategic goals and objectives for the Libraries digital curation work over the next 3-5 years;
- Advance organizational knowledge of digital preservation practices through discussion, programming, and other appropriate means;
- Assess the feasibility of working toward trusted repository status as a one of our goals; and
- Provide periodic reports to TOG on its activities.

Leadership

A leadership team comprised of the chair, Russell Library director, Media Archive/Peabody director, deputy university librarian, and Head, Library Technology Support Group will provide overall direction for the Group. The chair is responsible for scheduling meetings, setting agendas, facilitating discussion, and assuring that accurate action minutes are recorded. The chair and leadership team may charge sub-groups for the distribution of work, as needed.

Membership

Adriane Hanson (chair)

Ruta Abolins

Alex Kroh

Sheryl Vogt

Christian Lopez

Callie Holmes

Tim Peacock

Stephen Davis

James Benyshek

Andy Carter

Caroline Killens

Toby Graham

Kat Stein

Kristy Dixon

Mary Linnemann

Sheila McAlister

Bob Trotter