



Internet Archive Pilot Implementation Task Force

Name

Internet Archive Pilot Implementation Task Force

Reporting line

WEST Operations and Collections Council

Background

In 2020, the WEST Executive Committee charged the Non-journal Formats (NjF) Working Group to explore areas of expansion for WEST.

The Working Group conducted a landscape review and impact/readiness assessment of potential areas of expansion. Based on outcomes of those investigations, input from OCC, and guidance from the Executive Committee, the Working Group crafted five pilot proposals. The Working Group sought member feedback through a series of town halls, focus groups, and a survey. The Working Group submitted a final report including the five pilot proposals and recommendations for prioritization and implementation, which were approved by the Executive Committee.

The recommended first priority pilot aims to set up workflows to coordinate the donation of duplicate copies of WEST archived titles to the Internet Archive to expand digitization and access for print serials. This is a low-barrier entry point for WEST to build out workflows associated with digitization (e.g. identification, prioritization, submission, checking for access, potential deposit to HathiTrust).

Background documents

- [Non-journal Formats Working Group Final Report and Recommendations](#)
 - A. Please see detailed Internet Archive Pilot Proposal (pages 15-18) for guidance on collection model, business model, workflows, and other considerations.

Purpose, Scope of Work and Responsibilities

Purpose:

- To put in place necessary guidelines and workflows to implement the Internet Archive Pilot
- To identify and recommend areas for future refinement (i.e. the pilot may embrace a “minimum viable product” approach while recommending areas for enhancement)

Scope of Work:



- **Collections model:** Define and document a collections model and prioritization framework (potential criteria include risk level, completeness of holdings, rarity, geographic proximity to IA, membership in HathiTrust)
- **Technology support:** Select what level of technology support will be leveraged for the pilot (initial options provided in the NjF report)
- **Workflow lifecycle:** Design and test (as possible) implementation workflows including -
 - Analysis to identify and prioritize candidate titles
 - Selection (by holding members) of candidate titles
 - Recording commitments to donate for digitization
 - Tracking the status of donation (member), digitization (IA), and return of digital files to members (members & IA)
 - *Exploratory**: Facilitate the deposit of digital files to HathiTrust
- **Business model:** Affirm and document the business model (in kind contributions)
- **Partnership model:** Engage with Internet Archive to review and optimize pilot workflows and potential outcomes; *engage with HathiTrust to explore and document workflows to support deposit of newly digitized copies in the HathiTrust Digital Library**
- **Communication plan:** Design a communication plan to launch the pilot with members and encourage participation

** An aspiration of this pilot is to understand and document the possibilities of incorporating deposits to HathiTrust as part of the standard workflow to better ensure digital preservation. However, it is likely not feasible to implement a workflow to ensure deposit to HathiTrust during the initial pilot. The Implementation Task Force is asked to consider this workflow and begin exploring what the necessary steps and changes are needed to advance that part of the workflow.*

Tasks and deliverables

- Documentation describing the collection model, workflow lifecycle, business model, and any best practices or policies that emerge from engagement with the Internet Archive
- Brief report to OCC recommending areas for refinement or expansion (likely includes potential future HathiTrust workflows)
- Communication plan

Membership

Functional considerations

Individuals with the following experience and interests are sought for the Task Force:

- Reviewing and committing to WEST proposals
- Standards for metadata and discoverability in digitizing print
- Digitizing and deposit workflows of Internet Archive and HathiTrust
- Collections strategy
- Communicating about and launching new library or collaborative initiatives



Members

- Alison Wohlers (WEST)
- Bob Heyer-Gray (UC Davis)
- Megan Sallabedra (Getty Research Institute)
- Michele Potter (UC Riverside)
- Shari Laster (ASU)
- Lidia Uziel (UC Santa Barbara)
- Liz Rosenberg (Internet Archive Liaison)

*To help ensure that implementation plans, workflows, and guidelines are well-aligned, WEST should seek an Internet Archive liaison for the Task Force.

Anticipated Time Commitment

Duration

- The Task Force will serve through June 2024 with the option of extension, if necessary.

Frequency

- Twice-monthly, one-hour Zoom meetings
- Email as needed

Communication technology

- Email
- Google Shared Drive
- Zoom