

WEST Internet Archive Pilot scope of work

July 2024

In brief

This pilot tests the effectiveness and value of WEST coordinating donations of additional copies of WEST archived titles to Internet Archive for digitization. A longer-term aspiration of this pilot is to investigate the feasibility of WEST acting as a coordinating body for contributing the new digital assets to HathiTrust Digital Library.

The collection scope of the pilot is print content already retained in WEST that is not yet available in a trusted digital repository. Print content available in trusted digital repositories may be included as well for the sake of expanding options for access through RapidILL.

Timeline and cadence

The timeline for this pilot may run up to 18 months. Pilot library participation is expected to be concentrated in the first 6 months, from selection of content to shipping to Internet Archive. During that first six months, pilot participant contacts will be asked to attend 3-5 one-hour virtual meetings to discuss the pilot and provide feedback.

Benefits

To WEST and its member libraries:

- Additional or new digital copies with access via ILL and print disabled access requests
- Increased positive impact of local deselections

To Internet Archive (and aspirationally, HathiTrust):

- Expansion of the digital serial and journal collection
- Library expertise and feedback on processes and workflows

To the broader library community:

- Additional or new digital copies with access via ILL and print disabled access requests
- Testing new workflows that other organizations could adopt or adapt

Roles and responsibilities

WEST Project Team

- Overall coordination of the pilot
- Managing any data analysis
- Administering all pilot meetings and most pilot communications
- Reporting to the WEST Operations and Collections Council
- Managing and exporting data from the Internet Archive's WEST COL donating entity page
- Coordinating any requests for metadata or digital copy corrections

WEST Pilot Participant Libraries

- Contributing local staff time, including
 - collections decision-maker to review and determine what to donate
 - logistics coordinator to pull and prepare the donation (this could be the same staff member)
- Ensuring the pilot contacts have the capacity to attend pilot meetings
- Providing the staff resources necessary to select and pack the items for donation
- Providing the MARC records package(s) to the Internet Archive

- Communicating directly with the Internet Archive to arrange for packing material drop-off and shipment pick-up
- *Note: Pilot Participant Libraries are **not** being asked to maintain catalog records after donation. Their responsibility for the items ends with donation.*

Internet Archive

- Providing packing materials to Pilot Participant Libraries
- Communicating directly with Pilot Participant Libraries to arrange for packing material drop-off and shipment pick-up
 - Please see the shipping guidelines for more details
- Tagging the physical donations with a WEST COL number and creating a page for WEST as the donating entity
- Digitizing donated content
 - *Note: Donations are incorporated into the standing queue for Internet Archive digitization; depending on the volume and priority of other projects, the WEST digitization may take more or less time.*

This is a pilot! While we want to be clear about what we know and expect going in, we also want to be open to making changes based on the experiences and expertise of the partners.

Additional pilot library resources

- [WEST pilot promotional flier](#)
- [Pilot detailed guidelines and workflows](#)
- [Internet Archive donation and shipping logistics](#)
- [Internet Archive guidelines for submitting MARC records](#)
- Internet Archive scanning specifications [forthcoming]