



# Description of Services and Access Policies for the Digital Curation Lab

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This document describes the services provided by the DCRC Lab, and specifies access priorities for use of the facility, in keeping with the mission and goals of Rutgers University Libraries.

## **Services Provided**

The Digital Curation Lab is a facility designed to access, catalog, and create preservation-grade digital objects, and create similar-quality derivatives from said objects. Ultimately, the goal is to facilitate projects that yield work suitable for storage and access through the Rutgers Community Repository (RUcore). Faculty and staff of the University Libraries, as well as the university community and in some cases, the public at large will be able to utilize our services. The lab will act as a gateway between the university community, and the maturing digital preservation services that the libraries offer them.

To this end, the Lab is equipped with workstations which offer a suite of tools geared towards the most common types of digitization and born-digital projects:

### • **Digital Imaging and Scanning**

- **Preservation-grade digital cameras** (for born-digital photography)
- **High-resolution flatbed scanners** - Up to 4800dpi resolution for up to 11x17 inch page sizes
- **Bulk page-feed scanning**
- **Imaging of film, slides, and plate-glass negatives**
- **Large Format Scanning** of flat objects up to 24 x 36 inches

### • **Digital Video Acquisition and Editing**

- **Analog Video Digitization** (Matrox Axio Video Encoder)
- **Basic Video Editing Tools** (iMovie)
- **Advanced Video Editing** (Adobe Premier Pro)
- **Portable Digital Video Cameras** and recording equipment.

### • **Digital Audio Acquisition and Editing**

- **Analog Audio Digitization** (Audio Workstation)
- **Portable solid state digital audio recorders** and podcasting equipment
- **Advanced Audio editing software**

### • **Additional Services**

- **Large Format Printing Services**
- **Image processing workstation** for PDF and Djvu batch handling with OCR
- **Tools for Flash programming and web development**

## **Access Policies - Reservations, Purpose Identification and Priorities**

Use of digital curation tools in any settings requires some prior training or experience, and coordination of workflow to manage the Lab's available resources. In order to ensure that the facility holds true to the mission of RUL and the University, and to manage the availability of workstations, resources, and staff able to train users, access policies and priorities must be set.

In all cases, the DCRC workstations and facilities will be reserved in advance on an appointment basis, subject to availability. An initial orientation and light training may be required for users who are new to the lab and are unfamiliar with the software and hardware in use. For more involved projects, planning sessions should be scheduled in advance so that project members and DCRC staff can go over the details of the work at hand.

Three specific groups have been identified as potential users of the Digital Curation Lab:

### **• Rutgers University Libraries - Faculty, Staff and sanctioned digitization projects**

This user group is most aligned with digital preservation work, and in fact a number of existing RUcore-based projects and grants are underway. The DCRC will set the highest priority for projects and tasks affiliated with this group. It is expected that at any given time, some portion of the Lab will be devoted to existing RUL projects. Additionally, we expect that for at least the first few months of the initial DCRC launch, the Lab will be almost exclusively used for RUL-specific work, and some external but RUL-sanctioned projects, as needed.

### **• Rutgers University - Faculty, Staff**

As workflows are perfected, we anticipate that the DCRC may be open as resources permit to serve projects that are not directly RUL-developed or managed, but may have interests and synergies that can be taken advantage of. Partnerships with academic departments whose materials may be best suited as a collection on RUcore will be sought, and use of this facility will be permitted to further the aims of such projects. In many cases, it's likely that some cost recovery may be involved, either by charging users a nominal fee, through grant partnerships where some funds are allocated to RUL, or both.

Fee structures are already in place for large format scanning and printing services. After an initial cost analysis is conducted, a fee structure will be put in place for use of other DCRC services.

### **• General Public**

It is very likely that the Digital Curation Lab's resources will be mostly occupied with constant digital curation work supplied by the university community. However, in some cases, organizations and individuals not directly affiliated may request use of our services, possibly to partner with some of our projects. We may accept work from such entities, as determined on a case-by-case basis, with fees to be determined.