

# WILLIAM & MARY

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## LIBRARIES

### Charge & Project Policy for Digital Scholarship Projects

#### Purpose

The William & Mary Libraries Digital Scholarship Projects Team (DSPT) exists to empower and enhance faculty in developing and implementing open-access digital scholarship (DS) projects. Through expert consulting and technical support, the team strives to amplify faculty's capacity to engage with digital tools and methodologies. The team aims to foster innovative research & scholarship, teaching, and outreach, and contribute to broader public engagement with hidden collections by launching open-access digital scholarship projects.

The DSPT reflects the W&M Libraries' values of belonging, curiosity, and equitable access and embraces inclusive excellence. The team strives to create projects that highlight the diverse identities and needs of our campus community. Creating digital projects allows faculty and community members that collaborate with them to learn, create, and play with the potential of digital technology in research. Access to information is a human right, and by creating these open access projects, W&M Libraries are removing barriers to information and creating new pathways to discovery.

#### Responsibilities

##### Consultation and Guidance:

1. Provide individualized consulting on design, execution, sustainability, and long-term preservation of DS projects, including methodologies, tools, and best practices
2. Offer strategic advice on securing funding, managing projects, and ensuring alignment with academic goals

##### Technical Support and Development:

1. Provide frameworks for project management, development, and implementation
2. Coordinate limited website development services to assist faculty in showcasing or hosting their research
3. Recommend appropriate platforms, frameworks, and resources for project dissemination and preservation

## Criteria for Projects

The DSPT will collaborate on projects that meet the following criteria:

1. Research conducted by a current or emeritus faculty member that is part of their official capacity at W&M (either through teaching or research), affiliated with ongoing university programs and initiatives, or linked to current W&M libraries collections/history
2. Projects must be published open access with no embargos; however, access can be limited to use while on the W&M campus
3. Project content must comply with library and archival standards regarding metadata, copyright, and arrangement.
  - a. Regarding copyright, any works incorporated into the project must be in the public domain, open access materials where adaptation is allowable, or have the permission of the copyright holder to publish the materials.
4. Projects must be hosted on servers and platforms that are approved by William & Mary Campus IT

The team reserves the right to revise the criteria by which it evaluates projects.

## Support Offerings

All support is dependent on an initial inquiry and/or consultation with the researcher(s), W&M Libraries Digital Scholarship Projects Team, and W&M Information Technology.

Based on the initial inquiry and/or consultation we will recommend the following pathways:

- Creation of a Digital Collection with W&M Research Infrastructure
- Static Website Creation with the Digital Scholarship Projects Team
- OER Creation with William & Mary Press
- Additional consultations (up to 3) with the Digital Scholarship Projects Team Members to Help You Find the Resources and Tools that You Need

For any other platforms or tools, the team can advise, but do not guarantee support or training, especially if it is proprietary or not compatible with university devices or servers.

In some cases, the DSPT can migrate faculty projects that are hosted at another institution to W&M Libraries. The team's ability to support this depends on the current format of the project, whether it requires proprietary software or if it uses obsolescent technology. In cases where W&M Libraries cannot host a project, the team can discuss the possibility of preserving the project.

## Scope

While the DSPT provides support and resources, the team's role is limited to advising and facilitating the development, preservation, and organization of projects. Faculty are responsible for the overall management, completion, and maintenance of their projects. This includes ensuring that all materials in the project have written permission, that materials do not infringe copyright, and that the components of their project follow the ethical standards of their home disciplines.

## Limitations

The team can provide consultations about a project up to 3 times before a signed Memorandum of Understanding and Project Delivery Agreement (MOU/PDA) is required for continued support. The MOU/PDA describes the project, outlines its goal(s), deliverables, project expectations, including timeline, team roles and areas of responsibility, and the project limitations.

Once an MOU is signed, faculty are expected to communicate regularly with the DSPT to receive continued support for their project. The team may adjust project timelines with notice; however, if there is no communication for six months, the team reserves the right to terminate the project or move completed work into a preserved format. For time restrictions associated with each phase of the project, please refer to the Digital Scholarship Projects Timeline.

Once a project is launched, the faculty member must contact the DSPT within a year to discuss new updates or revisions. The DSPT will ensure any websites are maintained for the duration of 5 years after launch. After which point, they will reach out to the faculty member to renew and update the hosting agreement. The DPST will have no obligations beyond making the website available with uploaded content.

## Preservation

When desirable and within the scope of the DSPT charge, the team will endeavor to preserve projects. Not all projects can be preserved in their original form or with all existing functionalities, especially if created with proprietary software or in file formats that cannot be migrated easily. The team cannot guarantee interactive preservation functionality for projects in perpetuity, but it will endeavor to preserve data from the project to be repurposed in the future. The DSPT utilizes a combination of web archiving, digital forensics, and other digital preservation tools.

W&M Libraries will not preserve incomplete projects that are inaccessible to the public.

## Sunsetting your project

Sunsetting is an inevitable part of the digital project lifecycle as technologies become obsolete, and stakeholders move on to new research projects. Sunsetting a project is a planned transition to phase out a project to make room for new research. If W&M Libraries

is hosting a project, it reserves the right to determine when and how the project is eventually sunsetted . If the faculty lead or another person designated as a project contact cannot be reached at that time, the team will attempt to deposit the project in an appropriate format in a digital repository (W&M Institutional Repository or W&M Digital Collections). We cannot guarantee long-term preservation.

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