



KU Digital Initiatives – *Services to Content Developers*

The Digital Initiatives program offers a variety of services to assist faculty and graduate students in conceiving digital projects related to research or teaching, identifying appropriate search-and-display technologies, defining standards, and designing production workflow. *Early consultation can help make a good idea a successful reality!*

1. Create

Digitization equipment: Self-service flatbed scanners and other equipment are available for public use at several locations on campus. In addition, DI maintains computers, scanners, software, and other equipment needed for many digital projects, along with help in utilizing them. The equipment and services are available to faculty and staff at the University of Kansas.

Consulting: Staff will assist you with digitization guidelines, storage options, and recommended standards for imaging, file naming, repository selection, and preservation and presentation formats.

Mediated Service: Staff can perform on a limited basis some digitization and metadata creation, as well as format conversions.

Metadata: Staff will recommend standards-based metadata formats for your digital project.

Project Planning & Workflow Management: Consult the “Planning a Digital Project?” section of the Digital Initiatives site for a project checklist, or request a consultation for in-depth assistance in managing your digital project.

Grant Preparation Assistance: Digital Initiatives staff can review the digitization, metadata, and technology portions of your grant proposals. We can provide standard text to incorporate into your proposal. Many of the services Digital Initiatives offer can be written into grants as cost shares.

2. Display

- Digital Initiatives can work with you to determine the best system for delivery and presentation of digital collections to end users:
 - Images
 - Scanned and encoded text
 - Video
 - Custom Web services
 - Course integration

3. Discover

- Digital collections are available for metadata harvesting by other systems via the Open Archives Initiative Protocol for Metadata Harvesting (OAI PMH); the digital repository acts as a data provider, and metadata can be searched through OAI harvesting sites such as OAIster from the University of Michigan and the National Science Digital Library (NSDL).
- Repository-specific search interfaces search a single database or collection, and may allow more advanced queries. Depending on the repository selected for your collection, users can also browse collections. Collection browsing exposes more content up front, and shows the types of resources as well as specific items available in the collection.

4. Store

- We provide some amount of secure storage to selected content development partners based on evaluation of the content for merit as a university-wide asset. In general, projects accepted for DI content development will be awarded a base amount of negotiated storage generally with a ceiling of 200Gb. Beyond 200Gb, fees would be calculated as below. We would reserve the right to waive fees where benefit to the university outweighs our need to recoup costs. Secure storage services include:
 1. Server maintenance
 2. Backup and off-site storage of backups
 3. 24x7 operations monitoring
 4. Replacement of failed disk at no cost to user
 5. Assistance with metadata development
 6. Assistance with content standards
- **Premium storage services:** For grants and for in-kind calculation of support, storage costs are assessed at \$30/GB for premium storage. Premium storage is that which requires end-user access or rapid retrieval. A 10% maintenance fee per year will be charged for ongoing maintenance costs associated with backing up storage and maintaining servers.
- **General and archival storage services:** For general storage or archival storage purposes that can utilize slower disk retrieval speeds, secure storage costs are calculated at \$15/Gb. A 10% maintenance fee per year will be charged for ongoing costs.

5. Preserve

- We are committed to a University-wide comprehensive digital preservation policy framework.
- Be-Safe (Big Electronic Safe) is a service under development for Digital Initiatives to provide our partners with modest amounts of managed and secure storage for developing digital collections.