



reUSE!

reUSE digital master files of printed material!

No. 11173

## ***Annex 1 - Description of Work***

### **Proposal abstract**

reUSE will set up trusted digital repositories maintained by national and university libraries in order to collect, to preserve and to make available electronic documents which are currently published by public sector units in printed form only. Public sector units, as well as universities, NGOs, and publishers will be encouraged to use this service and to incorporate their digital content into the repository.

reUSE will secondly try to reach a critical mass of digital content which will allow to create new added value services from these digital data collections. reUSE will therefore not only improve accessibility of public sector information but make a contribution to build up a market place for digital content.

reUSE will finally be organised in a way that the implementation of its objectives is systematically evaluated on a European level and proved by critical observers interested in the effectiveness, impact and results of the project. The organisational structure of the project will reflect this approach towards transparency, provide serious data and allow decision makers to build upon the projects outcomes.

## Project Overview

### Objectives)

The main objectives are

1. to set up trusted digital repositories in Austria, Estonia and Germany which will allow the collecting, preserving and making available of digital master files from printed publications edited by public sector bodies.
2. to create added value services such as (re-)print-on-demand in order to exploit these data collections
3. to set up an evaluation framework for reviewing the results of the project and to create transparent and objective data for the further exploitation of the model on a European level.

### Description of the work

The basic idea of reUSE is that national and university libraries which are already involved in preserving printed material (deposit copy) will also gather the digital master files which had been the basis for printed publications. With this approach two main benefits can be enjoyed: digital content which is nowadays lost will be preserved for the long term and digital content which is distributed over thousands of public sector organisations can be directly accessed in a centralised way via established information channels of the libraries world.

The work comprises three main tasks:

- to set up digital repositories in Austria, Estonia and Germany. These repositories will be filled with the digital pendants (or master files) of printed publications edited by public sector institutions. The repositories will guarantee long term availability of the digital content. Moreover the digital content will be made directly accessible via the Internet and via electronic library catalogues.
- to exploit the digital content with added value services such as print-on-demand
- to install an evaluation framework in order to gain as many data as possible about the new service of depositing digital master files and electronic publications. These data will serve as the basis for other European parties interested in the outcomes of the project.

### Milestones and expected results

Milestone 1 Kick-off

Milestone 2 Setup

Milestone 3 Demonstrators

Milestone 4 Evaluation

Milestone 5 Dissemination

Expected results: Demonstrators in Austria, Estonia and Germany. Evaluation reports and national report Slovenia. Added value services.

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## 1. Rationale and objectives

### Rationale

Many public sector institutions, such as administrative units of villages, towns, counties, regions, and states are acting as publishing bodies: They create, edit and distribute in paper form:

- laws
- regulations
- minutes
- reports
- studies
- working papers
- serials

and more publicly centred publications such as

- newspapers
- journals
- magazines
- etc.

All these publications are – in addition to the usual distribution process – collected, recorded, indexed, stored and made available to the public by national libraries as well as university, academic and public libraries.

If we apply a wider definition of public sector information and look at publications where

- institutions with a public mission are responsible or strongly involved and
- where the publication would not have been realised without public funding

an even higher amount of publications have to be taken into account:

- Universities and non-profit organisations dedicated to education are publishing research papers, journals, thesis, dissertations,...
- NGOs are editing yearbooks, studies, reports,...
- Private institutions in the fields of research, education and culture are also publishing yearbooks, journals or reports.
- Private publishers which are editing books and journals with public funding.

Though practically all of these publications are nowadays produced on computers currently no institution is systematically collecting, preserving and making available the electronic master files which are the basis for the printed publication. It is the publishing institution itself which has to take the full responsibility for long term preservation and keeping the electronic master files available.

The basic idea of reUSE is that national and university libraries which are already officially involved in the process of depositing printed material will also gather the digital master files which had been the basis for the printed publications. It is not the objective to replace these printed publications but to re-use the digital content which is already available but distributed over hundreds and thousands of public sector institutions.

The main benefits of this approach can be seen easily:

- Libraries need to collect and record the printed copies anyway, therefore the integration of digital master files is – compared to the overall resources invested – a minor part of the workload. It can be done by using basic existing infrastructure such as an acquisition department, technical systems for recording and tracing the income, etc.
- Once the digital copies are part of a digital library system the full advantages of the networked environment can be taken: The material is available via established channels such as national electronic catalogues, it is accessible without restrictions in time and place, users have direct access from the record to the digital content itself, they are able to conduct full text searches, to print out the material on their desktops and to order bound copies, etc.
- Simultaneously the printed copy needs not to be handled any more, which means that not only the library which actually has collected the digital master file of a publication is relieved from lending the printed copy to users but also all other European libraries need not to deal with the printed copy anymore – since the digital copy is easily available over the Internet.
- Digital content which would otherwise be threatened to get lost in a few years will be safeguarded. This is especially important for digital files which need – in contrast to printed material – a much higher attention towards their integrity and availability. National and university libraries as professional specialists for long term preservation care about the life-cycle-management in order to keep the digital objects available for further generations.

### Strategic objectives

The main objectives are

1. to set up trusted digital repositories in Austria, Estonia and Germany. These partly national partly thematic repositories will be maintained by main national players, be highly standardized and they will allow the long term preservation as well as the making available of digital content via digital libraries.
2. to create added value services such as (re-)print-on-demand and to investigate other services such as electronic delivery, or enriched search facilities in order to exploit together with public sector institutions as well as content providers these data collections for the benefit of the public as well as for commercial exploitation.

reUSE will be carried out by a team of National and university libraries from all over Europe which have long experience in digital library technologies and are now going to extend their services towards electronic publications and digital repositories. In addition a team of critical observers will review and evaluate the results of reUSE in order to provide other interested libraries in Europe transparent and objective information.

### Operative objectives

The detailed objectives of reUSE concerning the implementation of demonstrators:

- To set up national demonstrators of digital repositories in Austria and Estonia
- To set up a thematic digital repository maintained by the Humboldt University Berlin Library.
- To contact public sector units (in the wide sense explained above) in Austria, Estonia and Germany and to offer them the new service of preserving the master files of printed copies and to make them available via digital library networks and repositories.
- To enhance and maintain the digital repositories in a highly standardised, transparent and secure way in order to guarantee integrity, authenticity and longevity of the collected electronic files.
- To conclude agreements with public sector institutions in order to establish stable business relations and to guarantee the sustainability of the project results.
- To create added value services and especially print-on-demand services in cooperation with private companies in order to satisfy user needs and encourage the distribution of the material.

Detailed objectives related to the evaluation and exploitation of the main results of the project:

- To systematically evaluate monetary, technical, and organisational aspects of the demonstrators in order to offer European institutions objective information and basic figures for adopting the model
- To establish a group of project participants for carrying out the evaluation process.
- To continually report about the approach, the progress and the results of the project from the point of view of sceptical observers
- To draft national reports not only for Austria, Estonia and Germany, but also for Slovenia
- To exploit the results of the project towards other sectors of the publishing industry, mainly small and medium publishers
- To provide the “raw material” for commercial content and technology providers in order to enable the development of new services
- To disseminate the project results via international conferences and book fairs.

## 2. Baseline and results

### Introduction

*The issue at stake is not that Member States should produce more information, but that the information which is already available to the public should be clearer and more accessible to potential users.<sup>1</sup>*

Why this consideration is exactly the starting point for the reUSE project can be demonstrated in a simple example:

The University Innsbruck Library is responsible for the deposit of publications with a relation to Tyrol. Therefore the complete collection of the “Bote von Tirol” (this is the official journal for Tyrol from 1814 to 2003), can be found in its stakes (around 40 meters of paper). Since the middle of the 90ies the journal is produced on computer and since 1999 it is made available in electronic form at the webpage of the Tyrolean Government. But the deposit library still preserves purely the paper form. The negative impact is clear:

(1) The user who is conducting a search in the online library catalogue will get only the paper version of the journal and produce the usual workload within the library for handling the paper copies.

(2) Obviously the Tyrolean government has another focus than a deposit library and therefore the electronic access possibilities are rather modest compared to a library: A simple list of files for each year without any indexing or search facilities. Even if the user is clever enough to access the webpage of the Tyrolean Government and look for the journal he has some additional effort and also misses the chance of getting high level access via an electronic library catalogue, including e.g. full-text searching, relations to other relevant publications, added value services, etc.

(3) The same is true for the big issue of preserving the digital files and keep them available: In the current form there is no professional strategy for preserving the electronic files of the “Bote von Tirol”, it is just a simple download possibility in the Internet. Obviously it is the library which is responsible and which will be the dedicated institution to preserve electronic publications for the future – in the same way as it has fulfilled this duty in the last 200 years for the print-only version of public sector publications.

In short: With the reUSE project this journal – and many other kinds of publications of public sector units – will be systematically collected by the library, preserved according to the (emerging) standards in the field and made available via established and highly effective channels, e.g. in our case the national online catalogue of Austria (which includes 56 libraries and is accessed by some ten-thousands of end-users per day).

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<sup>1</sup> Green Paper on Public Sector Information in the Information Society, p. 2



### Baseline and state of the art

With the digital revolution the traditional tasks of preserving and making available paper based material need to be fulfilled for electronic publications as well, may they be master files of printed publications or may they be solely published in electronic form.

Though still not all issues of digital preservation are sorted out there is a general agreement among the libraries and archives community that “trusted digital repositories” will play a key role. Therefore the digital repositories used within the reUSE project will need to fulfil the main criteria set up in the RLG-OCLC Report on “Trusted Digital Repositories”. They will among other criteria

- *accept responsibility for the long-term maintenance of digital resources on behalf of its depositors and for the benefit of current and future users;*
- *have an organizational system that supports not only long-term viability of the repository, but also the digital information for which it has responsibility;*
- *demonstrate fiscal responsibility and sustainability;*
- *design its system(s) in accordance with commonly accepted conventions and standards to ensure the ongoing management, access, and security of materials deposited within it.*<sup>2</sup>

### General results

The main results of reUSE will be

- to ease the access to public sector publications (in the widest sense of the word) for European citizens
- to safeguard public sector publications and keeping them available for the future
- to apply new added value services for the collected publications in order to satisfy user demands for better access
- to gather facts and figures about the implementation of the service in order to give other European libraries the chance for adopting and implementing the service.

### Result 1: Demonstrators of national and thematic collections of public sector publications

In Austria and Estonia repositories will be set up in order to collect, preserve and make available publications from the public sector, which are currently either published in paper form only, or which are only accessible in a distributed and non-standardized way.

#### Digital Repository for Austria

The university Libraries from Graz and Innsbruck (which are deposit libraries as well) have already set up a digital repository for digitised works, called Austrian Literature Online. This digital library will be extended towards electronic master files of public sector institutions from Austria. All publications will be linked within the national OPAC and therefore accessible via the established channels:

- Local OPAC at the participating libraries
- National OPAC of 56 libraries in Austria

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<sup>2</sup> Trusted Digital Repositories: Attributes and Responsibilities. An RLG-OCLC Report. RLG: Mountain View, CA, May 2002. Online at: <http://www.rlg.org/longterm/repositories.pdf>

- Austrian Literature Online (the webpage of the digital repository)
- International electronic catalogues such as KVK (Karlsruher Verbundkatalog)
- Search engines such as Google

Besides the ALO repository maintained by the University Libraries of Innsbruck and Graz the Austrian National Library might set up an additional digital repository due to the library's legal mandate and responsibility.

#### Digital repository for Estonia

The National Library Estonia (NLE) has carried out a pilot project for collecting the electronic master files of private publishers in Estonia. The echo was very positive and the project shall be continued towards public sector publications. As well as in Austria the digital master files will be preserved for the long-term, indexed and made available via the national channels such as the OPAC and the Internet.

#### Thematic digital repository

The Humboldt University Berlin (UBER) is maintaining "edoc", a Document and Publication Server, which incorporates scientific publications of the Humboldt University and of cooperating partners. Publications, stored within the "edoc" server use XML as preservation document format and digital signatures and time stamps to ensure authenticity and integrity of the preserved materials. Moreover UBER has already set up a professional print-on-demand service for distributing bound copies of the electronic documents. The "edoc" repository will be extended towards publications from the public sector with a thematic restriction to reports, yearbooks or studies from non-profit organisations in the area of science, culture and history.

#### Benchmarks for the digital repositories

Apart from the general requirements for digital repositories as they have been set up and are discussed in the technical literature the project will also fulfil benchmarks concerning its main objective: to collect as many digital master files from public sector institutions as possible.

#### Austrian demonstrator

- To contact administrative units on all levels: nationwide, country, commune. A number of at least 400 units will be contacted.
- To investigate addresses of semi-public units such as scientific and cultural societies, educational institutions, schools, universities, etc. and to contact at least 200 institutions.
- To inform interested units with appropriate means, such as information papers, workshops, and site visits about the new service.
- To conclude agreements with those units which are willing to take part in the service and to instruct and train the personnel for delivering the digital items in an effective manner.
- To integrate all digital items delivered by the customers into the digital repository.

### Estonian demonstrator

#### Objectives are

- to contact Estonian administrative units on different levels as state institutions, county governments, public institutions, altogether of about 120-150 units.
- to find out, list and contact Estonian semi-public units as educational, cultural and scientific institutions in 30-50 units to contact editors for scientific and popular scientific journals in 20-30 units
- to inform other interested units and customers with appropriate means.

### German demonstrator

- To collect all scholarly output of the scientists of Humboldt University. The university administration intends to oblige all university members to place their scientific work at the library electronically.
- To contact additional German universities in order to combine digital repositories
- To contact at least 50 additional scientific institutions in the region of Berlin and offer the possibilities to use the Humboldt University digital repository
- To give support for at least 10 special editors for scientific journals in order to collect the journal inside the repository

### Result 2: Evaluation papers and European dimension

The second result will be based on an extensive evaluation framework set up within reUSE. The evaluation framework will be lead by the National Library of Slovenia (NUK) and will be supported especially by the National Library Germany (DDB) and the Technical Faculty of the University Ljubljana (LJU). The digital repositories in Austria, Estonia and Germany will serve as showcases and the evaluation partners will sceptically and critically assess the various approaches.

#### The expected results are:

- Reports about the monetary, technical and organisational aspects of the approaches. These reports will be based on questionnaires, interviews, site visits, automatically gathered information (log files) and provide a complete survey about the feasibility, the costs, the benefits and drawbacks of the demonstrators.
- National report from Slovenia. These reports will describe in brief the situation for exploiting the idea of reUSE on a national basis.
- A number of conferences, workshops and dissemination papers in order to distribute the main idea of the project and to reach as many European public sector institutions as possible.

### Result 3: Added value services and commercial perspectives

Print-on-demand, intelligent features for automated extraction of content, automated translation services, or simple reusing the collected material within commercial databases are the most prominent perspectives which will partly be realized – such as print-on-demand, partly be investigated in the reUSE project. For all these promising perspectives the most important pre-requisite is that a critical mass in terms of number of documents is available, public awareness and broad user acceptance is reached.

### 3. Project workplan

#### 3.1 Introduction and general description

##### Background and justification of the workplan

reUSE will take a distributed approach which means that the demonstrators will not be directly interconnected to each other. The main consideration is that in the case of printed publications a national and language oriented approach will fit much better to the distributed structure of Europe than a centralised approach. It does by no means make sense to gather Estonian publications in Austria and vice versa. Moreover it is not very likely that a National Library of Europe will be realised in the next years – and even if it would come the administrative overheads of a centralised solution are high. reUSE will therefore gather the documents on a local or national basis but it will take care that the collected digital content is formed according to standards. This will allow easy interchange between systems and the end-user will not recognize any difference where the document is physically located. An exception of this approach can be made for scientific material: In this case English serves as lingua franca and the end-user community also expects to access scientific documents in English. The third demonstrator, set up by the Humboldt University is such a thematic digital repository which focuses on scientific publications of public sector institutions.

##### Demonstrators based on established digital repositories

The demonstrators of the reUSE project are built on two running digital repositories and one pilot service which are maintained by the project participants. They will be introduced shortly in order to explain the basis for the work which is carried out in the reUSE project.

##### **Austrian demonstrator – Austrian Literature Online (ALO)**

The Austrian demonstrator will be based on ALO. Originally designed for digitised documents it also contains electronic documents in different formats (XML, PDF, RTF,...). Currently more than 2500 books, journals and manuscripts (or more than 400.000 pages) are online. ALO is maintained by a working group of Austrian libraries: The university libraries from Innsbruck and Graz, and the university department i3s3 which is responsible for the technical development. The ALO system is strongly based on standards: All (meta-)data are available in an XML file which is assembled according to METS (Metadata Encoding and Transmission Standard).<sup>3</sup> METS has its origins in the United States and is maintained by the Library of Congress but is currently adopted by the British Library and the National Library of France as well. Descriptive data are gathered according to the Dublin Core standard and the MAB standard.

The workflow within ALO is designed in a way that the documents are made available on a special website of the digital repository as well as via the local and national electronic library catalogues (ALEPH) in Austria. A direct link is included in the MAB record which allows the user to access an electronic document of the digital repository.

ALO is an open-source package available for free. The technical basis is a MySQL database and JAVA servlets carrying out several features. Via the SOAP standard<sup>4</sup> from the W3 Consortium information interchange between different systems is facilitated. SOAP is also

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<sup>3</sup> METS: <http://www.loc.gov/standards/mets/>.

<sup>4</sup> <http://www.w3.org/TR/SOAP/>

especially important to support web-services for added value services, such as print on demand.

The ALO system is completed with a client programme used for decentralised creation of METS objects which are then uploaded to the central server via the SOAP interface. This interface is written in Borland Delphi and runs under Microsoft systems.

Besides the ALO repository the Austrian National Library might set up an additional digital repository due to its legal mandate and responsibilities. Special attention will be paid to the long-term preservation and disaster recovery. In this case the digital information objects collected in the scope of the reUSE project would be preserved and made available under the same prerequisites as they are binding for the other demonstrators.

### **Estonian demonstrator**

The pilot project ARES (Electronic System of Articles) started to make its first efforts in the National Library of Estonia on June 1, 2000 and was financed by the National Library of Estonia. The purpose of the project was to develop a model which will offer readers of the National Library quicker, more effective and easier access to the electronic full text of articles of Estonian paper-based journals via the library's online catalogue. The purpose of the project was to provide access to full texts directly from OPACs via the MARC record, where the permanent URL in the field 856 links to the library's full text server and access was possible with one click on the link "Go to Full Text".

The project worked very closely with some scientific and popular-scientific journal publishers, as it is a field where copyright issues are related to the activity. Because of using the intellectual property of rights-holders, the National Library of Estonia obtained the right to provide access to the full texts of electronic articles from the publishers of the journal, contained in the ARES database.

The interest among publishers to ARES project, towards network publishing and especially towards archiving their works electronically was surprisingly enthusiastic. They understand the situation and are aware of the reality that they can never make any profit by making electronic databases by their own. Just now the contracting publishers have given us the right to use their electronic articles free of charge, but the access to the electronic articles via our online catalogue will be opened to the readers only a month after publishing the printed journal, it means when it is not on sale any more and they will not lose any profit by selling it on paper.

The basic idea was to convert the articles of paper journals into electronic formats. Material was gathered in electronic form (by ftp or on CD ROM-s) produced by various word processing and publishing software directly from the publishers. The material we got was made using: Microsoft Word, Corel WordPerfect, Corel Ventura, QuarkXpress (MAC), QuarkXpress (PC), Adobe PageMaker. For distribution purposes the material was converted to HTML-format, the illustrations were added and sent for network use on the National Library's web server. As the access was from OPACs via the MARC record there was no need to make any extra metadata files.

In the scope of the reUSE project this pilot project will serve as a basis and extended for public sector bodies. Also digital preservation standards such as XML and METS will be implemented.

### **edoc – Document and publication server of the Humboldt University Berlin<sup>5</sup>**

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<sup>5</sup> <http://edoc.hu-berlin.de/>

The electronic document server of the Humboldt University is a cooperative service between the central computer service and the university library. It was set up to collect, preserve and make available electronic documents of the Humboldt University. It has its origins in the domain of dissertations and thesis but has made progress towards all kinds of scientific publications such as scientific journals, book serials, and university course documents. The documents are generally converted to XML and formed according to the guidelines of the Open Archives Initiative. The edoc Server takes the formal responsibility of preserving XML documents at least for a time range of 50 years. There are now more than 1000 documents available at the digital repository.

Together with State and University Library of Lower Saxony Göttingen UBER has set up a “ProPrint” Server. Users are able to order online printed and bound copies of the electronic documents. The service is realised in cooperation with a private company and with funding from the German Research Network (DFN-Verein) in Germany.<sup>6</sup>

### Roles and tasks within the consortium

The main tasks are

- to adopt the technical systems towards the special challenge of collecting public sector publications on a broad basis
- to enhance them in the light of standards applied in order to guarantee interoperability
- to implement added value services and
- to evaluate the demonstrators for increased applicability in other European countries.

These tasks will be distributed to the consortium by applying several roles. These roles are foreseen to ease the management of the project and to have clear responsibilities.

	Name	Tasks	Description
Co-ordinator	UBI	General coordination	<b>Overall management of the project. Monitoring of project progress and results, quality assurance, dissemination activities</b>
Evaluation co-ordinator	NUK	Coordination of evaluation framework	<b>Organises the evaluation workpackage and the “hot” evaluation phase. Provides final evaluation report about the impact of the demonstrators. This report will be the basis for further dissemination and exploitation. National report about Slovenia</b>
Implementers	NLE UBER ÖNB UBI UBG i3s3 (as technology provider)	Involved in the implementation of the three demonstrators	<b>Will set up demonstrators in Austria, Estonia and Germany. Contact public sector bodies, conclude agreements for delivery of digital master files, enhance existing repositories towards the overall aim of “trusted digital repositories”, maintain these repositories, prepare the full</b>

<sup>6</sup> <http://edoc.hu-berlin.de/proprint/>

			<b>integration and adoption of the workflow into core and permanent service of the institution, disseminate results and act as “critical observers” towards other demonstrators</b>
Critical observers	DDL LJU and all implementers	Contribute to the evaluation framework	<b>Advice implementers especially in the preparation and implementation phase Monitor and evaluate the progress of the demonstrators Draft reports in order to provide valuable information for decision makers in other European countries. Will be supported by implementers</b>
External experts	to be nominated by partners	Members of the advisory board	<b>Are invited to contribute to the project on a sub-contractual basis. Are selected according to short-term needs of the project</b>

### 3.2 Workpackage overview

The project comprises 5 work packages directly related to its content and two work packages dealing with the administration and dissemination of the project results.

Work-packageNo	Workpackage title	Lead Contractor	Start month	End month	Deliverable No
1	Digital repository	ÖNB	1	9	D1.1-1.5
2	Ongoing service	i3s3	7	24	D2.1-2.7
3	Evaluation framework	NUK	1	18	D3.1-3.2
4	Exploitation and added value services	UBER	7	24	D4.1-4.6
5	Awareness and dissemination	UBI	1	24	D5.1-5.3
6	Project management	UBI	1	24	D6.1-6.7

### 3.3 Workpackage Descriptions – WP 1

<b>Workpackage number :</b>	1	<b>Start date:</b>	1	<b>End date:</b>	9
<b>Workpackage title:</b>	<b>Digital repositories</b>				
<b>Participants involved:</b>	ÖNB (leader), UBI, UBG, i3s3, LJU, NUK, NLE, DDB, UBER				
<b>Person-months per participant:</b>	ÖNB (13), UBI (5), UBG (5,5), i3s3 (9), LJU (1), NUK (2), NLE (12), DDB (3), UBER (3)				
<b>Non-costed resources</b>	UBI (1), i3s3 (4), LJU (1,5), NUK (2), NLE (6), DDB (3), UBER (0,5)				
<b>Objectives</b>					
<div>(1) To set up digital repositories in Austria, Estonia and Germany including the workflow for collecting, preserving and making available digital master files of public sector publications.</div> <div>(2) To obey the relevant standards (technical, administrative, descriptive,...) in order to guarantee long-term preservation of the collected files.</div>					
<b>Description of work</b>					
The work is based on running systems maintained and under full control of the participating libraries. These running systems will be enhanced and prepared in order to fulfil the requirements of trusted digital repositories.					
<u>Task 1</u> To analyse and compare the running systems among the consortium. To find out improvements.					
<u>Task 2</u> To analyse and compare metadata systems and to observe latest developments in this field. To involve external experts if necessary.					
<u>Task 3</u> To draft agreements for establishing stable relations between public sector bodies and deposit libraries regulating access rights and IP issues.					
<u>Task 4</u> To create typical workflow scenarios					
<u>Task 5</u> To make real world tests and to set up the three demonstrators.					
<b>(Inter-) Dependencies, milestones and expected result</b>					
Interdependencies are given with WP 3 Evaluation framework since partners involved in this work package will give some advice to the implementers group.					
The WP will be closed with Milestone 2 “Demonstrators” in month 9					
<b>Deliverables</b>					
D1.1 White paper on Digital Repositories. (Due date: Month 9) The paper will summarize current developments in the field, describe basic prerequisites of digital repositories and detail the basic approaches within the reUSE project					
D1.2 Austrian demonstrator, D1.3 Estonian demonstrator, D1.4 German demonstrator (all are due date: month 9) All demonstrators will include technical descriptions, handbooks, descriptions of workflow models, agreements etc.					
D1.5 To organise a tender for a study concerning the “Current use of digital repositories” at National and university libraries in Europe. (due date: month 6)					



## Workpackage Description WP2

<b>Workpackage number :</b>	2	<b>Start date:</b>	7	<b>End date:</b>	24
<b>Workpackage title:</b>	<b>Ongoing services</b>				
<b>Participants involved:</b>	i3s3 (leader), ÖNB, UBI, UBG, NUK, NLE, UBER				
<b>Person-months per participant:</b>	i3s3 (12), ÖNB (18), UBI (16), UBG (16), NUK (2), NLE (39), UBER (16)				
<b>Non-costed resources</b>	i3s3 (6), UBI (6), UBG (3), NUK (2), NLE (10), UBER (6)				
<b>Objectives</b>					
The objectives are <ul style="list-style-type: none"><li>- to maintain the services</li><li>- to systematically inform public sector institutions in Austria, Estonia and Germany about the new service</li><li>- to support the evaluation partners in gathering test data</li></ul>					
<b>Description of work</b>					
<u>Task 1</u>					
To keep the services available and to enhance them in the light of new developments					
<u>Task 2</u>					
To collect addresses from public sector institutions according to the benchmarks set up (see “benchmarks for digital repositories”)					
To inform these institutions by direct mailing, emailing, telephone					
To arrange workshops and meetings in order to address as many bodies as possible					
To arrange trainings for the library staff as well as the public sector staff for implementing the workflow into the usual services					
To observe IPR issues and to work out agreements with the suppliers of public sector material					
<u>Task 3</u>					
To make investigations towards the scalability of the model on a European level					
<u>Task 4</u>					
To support the evaluation coordinator in gathering information, that can be used for the evaluation report.					
<b>(Inter-) Dependencies, milestones and expected result</b>					
The workpackage will start with Milestone 3 “Demonstrators” and it will be finished with milestone 5 “Dissemination”.					
Concerning the number of publications collected refer to the sub-section: Benchmarking in Chapter 2.					
<b>Deliverables</b>					
D2.1-2.3 Interim reports for demonstrators in Austria, Estonia and Germany (due date: month 12)					
D2.4 Report on the scalability of the model on a European level (due date: month 18)					
D2.5-2.7 Reports on the results of the service for Austria, Estonia and Germany (due date: month 24)					

### Workpackage Description WP3

<b>Workpackage number :</b>	3	<b>Start date:</b>	1	<b>End date:</b>	21
<b>Workpackage title:</b>	Evaluation framework				
<b>Participants involved:</b>	NUK (WP leader), UBI, ÖNB, UBG, LJU, UBER, i3s3, DDB, NLE				
<b>Person-months per participant:</b>	NUK (19), ÖNB (3), UBI (3), UBG (5,5), i3s3 (3), LJU (6), NLE (3), DDB (2), UBER (3)				
<b>Non-costed resources</b>	NUK (12), UBI (1), i3s3 (3), LJU (1,5), NLE (2), DDB (3), UBER (1)				
<b>Objectives</b>					
The objectives are <ul style="list-style-type: none"><li>- to set up criteria and guidelines for the maintenance of digital repositories based on existing models</li><li>- to create a framework for evaluating the three demonstrators</li><li>- to publish a survey about the results</li></ul>					
<b>Description of work</b>					
<u>Task 1</u> To make investigations towards the criteria which will be applied for evaluating the demonstrators To draft a framework for evaluation To carry out pre-tests for enhancing the test methodology					
<u>Task 2</u> To instruct and support the implementers about the test framework To carry out the survey					
<u>Task 3</u> To evaluate the results To edit a report based on the results of the evaluation To prepare in cooperation with WP5 Awareness and dissemination material based on the evaluation reports					
<u>Task 4</u> To report about the situation in Slovenija concerning an implementation of the service					
<b>(Inter-) Dependencies, milestones and expected result</b>					
Interdependencies are given with WP 1 Digital repository, WP 2 Ongoing service and WP 5 Awareness and dissemination. Milestone 3 “Demonstrator” will be a pre-requisite and milestone Evaluation will finalise the work package.					
<b>Deliverables</b>					
D 3.1 Evaluation framework (month 12) A draft report about the approach and the foreseen methods to evaluate the reUSE services. D 3.2 Final survey (due date: month 18). The survey shall be a detailed, transparent and rich report in order to allow decision makers in other libraries an objective insight into the reUSE service. D 3.3 National report for Slovenija					

### Workpackage Description WP4

<b>Workpackage number :</b>	4	<b>Start date:</b>	7	<b>End date:</b>	24
<b>title:</b>	Exploitation and added value services				
<b>Participants involved:</b>	UBER (WP leader); ÖNB, UBI, UBG, i3s3; NLE;				
<b>Person-months per participant:</b>	UBER (16,6), ÖNB (3), UBI (12), UBG (5,5), i3s3 (10), NUK (1), NLE (12)				
<b>Non-costed resources</b>	UBER (6,3), UBI (1), UBG (3), i3s3 (2), NUK (1), NLE (6)				
<b>Objectives</b>					
The objectives are <ul style="list-style-type: none"><li>- to make investigations towards other added value services such as automated classification, and enhanced search facilities</li><li>- to make investigations towards the exploitation of the collected material</li><li>- to implement a print-on-demand service at two of the demonstrators</li><li>- to contact information and content providers for implementing new services based on public sector material</li></ul>					
<b>Description of work</b>					
<u>Task 1</u> To carry out a survey on promising technologies and added value services <ul style="list-style-type: none"><li>- investigations</li><li>- site visits, contacts, and talks with technology and content providers</li><li>- editing the survey</li></ul>					
<u>Task 2</u> To implement print on demand services in Germany and Austria To investigate the possibilities for intelligent access, such as automated indexing features. AMENOTEC, one of the leaders in this area will be contacted.					
<u>Task 3</u> To work out exploitation plans for Austria, Estonia and Germany <ul style="list-style-type: none"><li>- to collect reactions of participants, end-users, etc.</li><li>- to contact content suppliers, content providers and publishers</li><li>- to edit the report</li></ul>					
<b>(Inter-) Dependencies, milestones and expected result</b>					
The work package is strongly related to the progress made in WP 2 Ongoing service. Nevertheless it starts in month 6 since investigations in promising technologies can be made earlier. Milestone Evaluation will be due date for deliverable D4.1 as well as deliverables 4.2 and 4.3 “print on demand services”.					
<b>Deliverables</b>					
D 4.1 Market survey (due date: month 18) A report on promising technologies and services in the light of the reUSE service D 4.2-4.3 Implementation of print-on-demand service in Austria and Germany (due date: 18) D 4.4 – 4.6 Exploitation plans for Austrian, Estonian and German demonstrators (due date: month 24) The reports will detail the plans for the further enhancement of the service according to the experiences made in the reUSE project					

### Workpackage Description WP5

<b>Workpackage number :</b>	5	<b>Start date:</b>	1	<b>End date:</b>	24
<b>Workpackage title:</b>	Awareness and dissemination				
<b>Participants involved:</b>	UBI (WP leader) all participants				
<b>Person-months per particip:</b>	UBI (12), ÖNB (3), UBG (1,9), i3s3 (2), LJU (3), NUK (12), NLE (6), DDB (2), UBER (2)				
<b>Non-costed resources</b>	UBI (1), i3s3 (3), NUK (8), NLE (6), DDB (2), UBER (0,5)				
<b>Objectives</b>					
The objectives are <ul style="list-style-type: none"><li>- to support the project participants in making the results of the project available to the public</li><li>- to address the different communities (libraries, public sector bodies, content providers, end-users) and to supply on a regular basis information about the project.</li></ul>					
<b>Description of work</b>					
<u>Task 1</u> To create basic dissemination material: <ul style="list-style-type: none"><li>- set up a webpage</li><li>- write flyers, papers, leaflets, etc. for dissemination purposes</li><li>- drafting press releases</li><li>- maintain a regular mailing and/or newsletter service</li></ul>					
<u>Task 2</u> To raise awareness for the results of the project <ul style="list-style-type: none"><li>- monitoring schedules for conference, events etc. for addressing the target communities of the project: libraries, public sector bodies, content providers and end-users</li><li>- gathering statements from target communities (part of public report)</li><li>- drafting reports about “success” stories of the demonstrators</li></ul>					
<u>Task 3</u> To support the exploitation of the project results especially after milestone 4 Evaluation <ul style="list-style-type: none"><li>- to organise the distribution of the evaluation report via different media and channels</li><li>- to arrange workshops, test site visits, for interested libraries and institutions</li><li>- to support the distribution of the national reports</li></ul>					
<b>(Inter-) Dependencies, milestones and expected result</b>					
The work package is very much dependent on the progress of all other work packages and is designed to support all participants in “distributing their message” as good as possible. Important milestones are: “Demonstrator” (since the service will start) and “Evaluation” since reports and surveys will be available					
<b>Deliverables</b>					
D 5.1 Initial materials and infrastructure ”project presentation” (due date: month 3) D 5.2 Statement of success stories (due date: month 12) D 5.3 Dissemination Report (due date: month 24) D 5.4 Final showcase (due date: month 24)					

### Workpackage Description WP6

<b>Workpackage number :</b>	6	<b>Start date:</b>	1	<b>End date:</b>	24
<b>Workpackage title:</b>	Project management				
<b>Participants involved:</b>	UBI				
<b>Person-months per participant:</b>	UBI (16)				
<b>non-costed</b>	UBI (6)				
<b>Objectives</b>					
The objective of this workpackage is					
<ul style="list-style-type: none"><li>- to administrate the organisational and financial tasks of the project and</li><li>- to co-ordinate the technical development and the involved technicians. This will be done in a close co-operation with the project committee, the advisory board, and the evaluation partners.</li></ul>					

### Description of work

#### Task 1

Organisational management:

- co-ordination of project administration
- promotion of motivation and team work; solving of conflicts
- co-ordination and organisation of project meetings
- control of used personnel resources
- keeping the project handbook and archiving internal/external project papers
- writing of reports
- contact to project officer

#### Task 2

Financial management:

- project plan execution and monitoring; updating of project plan
- monitoring financial resources
- setting up of cost claims and distribution of money

### (Inter-) Dependencies, milestones and expected result

Interdependencies are given with all work packages

Milestones are an important tool for monitoring the progress of the project and to assure the quality of the work

Expected results are that the project reaches its main objectives, is able to react on new challenges and keeps to the time and monetary frame

### Deliverables

- D 6.1 – 6.4 Progress reports (6 monthly)
- D 6.5 Annual report (due date: month 12)
- D 6.6 Final report (due date: month 24)

### 3.4 Deliverables list

Deliverable No	Deliverable title	Lead	Delivery date	Nature	Dissemination level
<b>1.0</b>	<b>Digital repositories</b>	<b>ÖNB</b>	<b>9</b>	-	-
1.1	White paper on digital repositories	ÖNB	9	R	PU
1.2	Digital repository – Austria	i3s3	9	D	PP
1.3	Digital repository – Estonia	NLE	9	D	PP
1.4	Digital repository – Germany	UBER	9	D	PP
1.5	Tender for a study on repositories	UBI	6	R	PU
<b>2.0</b>	<b>Ongoing services</b>	<b>i3s3</b>	<b>24</b>	-	
2.1	Interim report for demonstrator – Austria	i3s3	12	R	PP
2.2	Interim report for demonstrator – Estonia	NLE	12	R	PP
2.3	Interim report for demonstrator – Germany	UBER	12	R	PP
2.4	Report on scalability of the project	UBI	18	R	PP
2.5	Final report on demonstrator – Austria	i3s3	24	R	PP
2.6	Final report on demonstrator – Estonia	NLE	24	R	PP
2.7	Final report on demonstrator – Germany	UBER	24	R	PP
<b>3.0</b>	<b>Evaluation framework</b>	<b>NUK</b>	<b>18</b>		
3.1	Evaluation framework	NUK	12	R	PP
3.2	Final survey	NUK	18	R	PU
3.3	National report - Slovenija	NUK	18	R	PU
<b>4.0</b>	<b>Added value</b>	<b>UBER</b>	<b>24</b>	-	-
4.1	Market survey on promising technologies	UBER	12	R	PP
4.2	Print on demand service – Austria	UBI	18	D	PU
4.3	Print on demand service – Germany				
4.4	Exploitation plan – Austria	UBI			PP
4.5	Exploitation plan – Estonia	NLE			PP
4.6	Exploitation plan – Germany	UBER			PP
<b>5.0</b>	<b>Dissemination and awareness</b>	<b>UBI</b>	<b>24</b>	-	-
5.1	Initial materials and infrastructure "project presentation" according to Appendix A	UBI	3	D	PU
5.2	Statement of success stories	UBI	12	R	PU
5.3	Dissemination report	UBI	24	R	PU
5.4	Final showcase according to Appendix A	UBI	24	D	PU
<b>6.0</b>	<b>Project management</b>	<b>UBI</b>	<b>24</b>	-	-

6.1	Progress report according to Appendix A	UBI	6	R	CO
6.2	Progress report according to Appendix A	UBI	12	R	CO
6.3	Progress report according to Appendix A	UBI	18	R	CO
6.4	Progress report according to Appendix A	UBI	24	R	CO
6.5	Annual report according to Appendix A	UBI	12	R	PU
6.6	Final report according to Appendix A	UBI	24	R	RU
6.7	Study on European digital repositories	-	18	R	PU

### 3.5 Project planning and timetable

The reUSE project is a highly collaborative project, involving ten partners from five European countries. It will set up three demonstrators in three different countries and collectively evaluate the results and outcomes.

The project will run for 24 months and will be divided into four phases. Due to the structure of the workplan phase IV will be part of phase III and therefore overlap:

- I. Preparation and analysis: Month 1-3, duration 3 months
- II. Implementation: Month 4-9, duration 6 months
- III. Ongoing service: Month 9-24, duration 18 months
- IV. Testing and evaluation: Month 12-18, duration 6 months

The phases are divided into five milestones indicating important achievements and allowing quality assurance. The milestones are accompanied with official project meetings (which will be regularly held in a period of 3 to 6 months):

#### Milestones

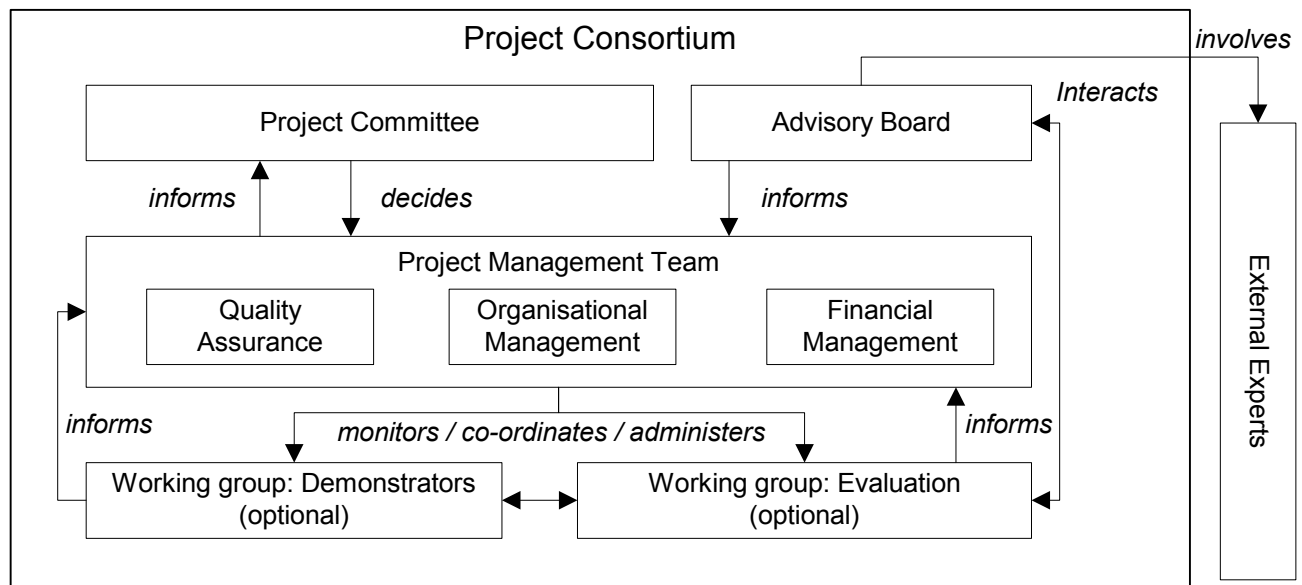
	Month	Name	Description
Milestone 1	1	Kick-off	<b>Introduction of partners</b> <b>Formal pre-requisites are prepared</b>
Milestone 2	3	Setup	<b>Setup of the project is finished: project committee, advisory board, working groups established</b>
Milestone 3	9	Demonstrators	<b>Project dissemination papers and handbooks are available, Project website</b> <b>Work package 1 will finish, a white paper on digital repositories (= deliverable 1.1) will be available. A tender for a study on European digital repositories is assigned to a sub-contractor.</b> <b>Digital repositories are set up for starting ongoing services (deliverables 1.2-1.4)</b> <b>In month 12 the sub-deliverable “Evaluation framework” is due.</b>
Milestone 4	18	Evaluation	<b>Evaluation reports and enhanced dissemination material (based on results of evaluation) are available.</b> <b>The sub-deliverable for monitoring WP2 “Ongoing service” is due. The study on digital repositories is due.</b> <b>Added value services are implemented</b>
Milestone 5	24	<b>Dissemination</b>	<b>Project results have been disseminated on national and European level</b> <b>Adopters in other countries have been supported.</b>



## 4. Management

The management structure of the project is based on four formal levels:

- (1) advisory board
- (2) project committee
- (3) project management team
- (4) working groups “Demonstrators” and “Evaluation framework”



Each board is co-ordinated by a responsible person, who acts as addressee for inquiries and as speaker and formal representative.

The **Project Committee** is responsible for all formal decisions within the project consortium.

All contractors of the project are members of the Project Committee. It is in charge of

- deciding the participation of new partners
- solving conflicts between consortium members by vote
- deciding about the reallocating work portions between partners, making adjustments to the work plan and allocating resources

The Project Committee meets at the project meetings or in case of unexpected problems. Apart from the contract with the Commission of the European Community (Technical Annex) the formal structure of the consortium will be based on a Consortium Agreement (CA). The CA

- will be signed by all contractors of the project after the start of the project
- will formally establish the detailed management and decision structure of the project.

The **Project Management Team** is hosted by the co-ordinator of the project. It is conducted by Günter Mühlberger who has many years of experience in managing IT projects. The project management comprises three subsections dealing with quality assurance and the

organisational and financial administration of the project. In particular the team is responsible for

- carrying out the operational management of the project (including project meetings)
- maintaining contact with and between the partners
- carrying out the correspondence with the Commission and third parties
- collecting documents, reports and statements of expenditure or other statements, and the forwarding thereof to the Commission
- maintaining the project homepage, the project mailing list and the project handbook
- distributing payments from the Commission between consortium members as agreed
- monitoring and co-ordinating of the technical development process
- preparing documents as basis for decisions of the Project Committee

Quality assurance will be applied on all levels of the project: On the technical level by obeying the relevant standards in the field, on the management level by setting up rules, guidelines and internal standards for communication and dissemination, on the financial level by involving professionals from the EU department of the University Innsbruck.

Main instruments of the project management team are the project website, the internal project bulletin board, an internal FTP-server and internal and external mailing list. The project website is designed to make the electronic versions of all formal documents (such as contracts, deliverables, reports, official letters, etc.) available to all members of the consortium.

The **Advisory Board** will observe in general the progress of the project. The members of the board will be nominated by an ad-hoc basis. They will not be directly involved in the operational management of the project and contribute to

- monitor the progress of the project against its objectives and against new developments in the libraries and archives world
- raise questions of general interest
- advise the project consortium in controversial issues
- patronise the credit of the project in the public

Members of the advisory group will be selected by the project partners.

Apart from these formal boards working groups will be established according to the decision of partners and the needs of the project: One group might comprise representatives of all partners who are actually involved in the setting up and maintenance of a demonstrator. Technical, metadata, organisational aspects are issued in this group. Secondly a working group might be established for the second focus of the project: to gain transparent and objective data in order to evaluate the impact of the demonstrators. Both working groups will contribute to assess the quality of the project deliverables.

### 5. Participant list

The project comprises 9 partners from 4 European countries. All partners will be involved for the whole duration of the project.

Partic. role	Partic. no	Participant name	Participant short name	Country	Date enter project	Date exit project
CO	1	University Innsbruck Library	UBI	A	Start of project	End of project
CR	2	National Library Austria	ÖNB	A	Start of project	End of project
CR	3	University Graz Library	UBG	A	Start of project	End of project
CR	4	Interuniversitäres Institut für Informationssysteme zur Unterstützung sehbehinderter Studierender	i3s3	A	Start of project	End of project
CR	5	Technical Faculty of the University Ljubljana	LJU	SI	Start of project	End of project
CR	6	Slovenian National Library	NUK	SI	Start of project	End of project
	7	Withdrawn				
CR	8	National Library Estonia	NLE	EE	Start of project	End of project
CR	9	Die Deutsche Bibliothek	DDL	D	Start of project	End of project
CR	10	University Berlin Library	UBER	D	Start of project	End of project

## 6. List of events

The list indicates the most relevant events and meetings of the project. It might be necessary to organise more meetings with partners, as well as with external parties. The project participants also will apply for a number of conferences and talks which are not listed in this table.

Name	Date	Place	Participants	Description
Project meetings				
Kick-off meeting	month 1	Innsbruck	all partners	Milestone 1 “Kick-off”
Project meeting	month 3	To be fixed	all partners	Milestone 2 “Setup”
Project meeting	month 9	To be fixed	all partners	Milestone 3 “Implementation”
Project meeting	month 18	To be fixed	all partners	Milestone 4 “Evaluation”
Project meeting	month 24	To be fixed	all partners	Milestone 5 “Dissemination”
Technical meetings				
12 Austrian Demonstrator Working group meetings	bi-monthly	Innsbruck, Linz, Vienna, Graz	UBI, ÖNB, i3s3, UBG	Regular meetings to monitor progress of project
4-6 Demonstrator working group meetings	4-6 monthly meetings	Innsbruck, Berlin, Talin	Implementers and partly evaluation partners	Working group meetings in preparing cooperative actions and deliverables
4-6 Evaluation working group meetings	4-6 monthly	Innsbruck, Ljubljana,	Evaluators and partly implementers	Working group meetings in preparing cooperative actions and deliverables
User group meetings				
3 Austrian User group meetings	month 12, month 16, month 20	Innsbruck, Vienna, Graz	UBI, ÖNB, UBG	To inform public sector institutions
3 Estonian User group meetings	month 12, month 16, month 20	Talin	NLE	To inform public sector institutions
3 German User group meetings	month 12, month 16, month 20	Berlin, Frankfurt	UBER, DDB	To inform public sector institutions
Presentations / Participation				
European Conference on Digital Libraries 2004, 2005	Not fixed yet	Not fixed yet	1-2 partners	General dissemination (application will be made)

Erpanet – Workshops 2004/2005	Not fixed yet	Europe	2-4 partners	Keeping up to date
MINERVA – Workshops 2004/2005	Not fixed yet	Europe	2-4 partners	Keeping up to date
National Library Day - Austria	2005	Austria	UBI, ÖNB, i3s3, UBG	General dissemination of the project and seek for cooperation (application)
National Library Day - Germany	Not fixed yet	Germany	UBER, DLL and 2-3 partners	General dissemination of the project and seek for cooperation (application)
National Library Day - Slovenija	Not fixed yet	Slovenija	NUK, LJU and 2-3 partners	General dissemination of the project and seek for cooperation (application)
National Library Day - Estonia	Not fixed yet	Estonia	NLE and 1-2 partners	General dissemination of the project and seek for cooperation (application)
IFLA 2005	August 2005	Oslo	2-4 partners	Application will be made
Joint Conference on Digital Libraries (JCDL) 2004, 2005	June 2004	Arizona, US	2-4 partners	Application will be made
Fairs				
Frankfurt Bookfair 2004	October 2004	Frankfurt	UBI, ÖNB, UBG, UBER Optional: all other partners	Dissemination and contacts regarding added value services
Frankfurt Bookfair 2005	October 2005	Frankfurt	UBI, ÖNB, UBG, UBER Optional: all other partners	Focus on contacts regarding added value services
Site visits				
Royal Dutch Library	Spring 2004	Amsterdam	UBI, ÖNB, NLE, UBER Optional: all other partners	Site visit at one of the most advanced libraries in Europe

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MIT, Cornell, Michigan University Libraries, Yale University Library	Spring 2004	Unites States of America	UBI, ÖNB, NLE, UBER Optional: all other partners	Site visits in order to evaluate digital repositories in the US
National Library of Australia, National Archives of Australia, National Library of New Zealand	2004/2005	Australia, New Zealand	2-4 partners	Site visits in order to evaluate digital repositories in the US

## 7. Contribution to Programme objectives

Main objectives of the programme as they are set out in the Green Paper are:

- Collect a considerable part of fragmented and dispersed public sector digital information
- Take care about preserving the digital content for long-term
- Create metadata sets for easy access on a European basis
- Exploit public sector content in cooperation with private partners

### Ad 1: Collect fragmented and dispersed public information

The reUSE partners are comprising four national and three university libraries and all of them are already involved in collecting the analogue output of public sector institutions. At three demonstrators this task will be extended towards the digital pendants of printed copies. Already established workflows and structures from dealing with printed copies can be used in order to cope with the new challenge. All kinds of public sector papers will be gathered, they will be stored according to standardized methods and made available to the public via digital library networks.

### Ad 2: Take care about preserving the digital content for the long-term

National and university libraries as public sector bodies will take the responsibility for this task in order to support other public sector bodies, which are acting as publishers and editors of printed and electronic documents. This diversified workflow will save resources at both sides, the giving and the taking public sector bodies. Moreover the involved bodies will be able to fulfil their public mission in a much better and more democratic way: the digital content will be re-used and made available, the libraries will get real digital content for their users.

### Ad 3: Make it available on a European basis

The Green Paper discusses the arguments for setting up "metadata" sets for public sector information. In our case we have to stress that these metadata sets and the channels – the electronic library catalogues – are already available and have been built up in the last 10 or 15 years with enormous public resources invested. These established channels can be reused to distribute and make accessible public sector publications which are nowadays locked – though they are in principle freely available. This cooperation has another positive effect: Library catalogues are highly developed instruments which will not lose their importance in a short term but persist over the next decades. The sustainability of the project results is therefore guaranteed.

### Ad 4: Exploit public sector content in cooperation with private partners

The print-on-demand service is a perfect example of a simple, but effective service which really meets the needs of users and customers. Other services will be investigated in cooperation with private technology and service providers. Moreover the proponents of the project are convinced that reUSE might serve as an example for the private digital content market as well and contribute to establish marketing and distribution channels for European digital content.

## 8. Community added value and contribution to EU policies

### Community added value and issues at European level

All European countries are faced with the same challenge: Whereas the printed copy of a publication is collected and preserved with high amounts of resources and personnel, the digital master files which represent the real value of a publication, are not dealt with. In order to cope with this situation publications of public sector bodies are a promising field: It is to expect that public sector bodies have a vital interest that libraries are collecting, preserving and making available the digital master files of their publications, since this will support them to fulfil their basic mission in a more effective and future driven way. Once public sector bodies are acting as publishers their interest is democratic: they want and need to inform the citizens in the most appropriate way possible. With the digital master files preserved for the long term in trusted digital repositories and made available over local, regional, national and international online library catalogues their task of informing not only their local, or national addresses but to provide access to principally all European citizens will be possible.

Although the language problem needs to be calculated the reUSE project opens up a promising avenue in this respect as well: Whereas the printed copy of a publication needs to be translated manually the electronic copy will allow for automated translation features. The current results for automated translation of natural language are poor but in some specific domains the results are promising and it is to expect that in some years these services will show improved results. Once more it has to be emphasized that without starting to collect the digital master files all these chances cannot be used.

In contrast to the United States which do not have a national library but have de-facto the Library of Congress acting as national library every European country maintains an official national library but there is no National Library of Europe. But this fact needs not to be a disadvantage: The digital revolution supports decentralised solutions where information can be accessed via networks independently of the fact if the data are coming from Norway or Italy.

The only pre-requisite for decentralised solutions are standards. Without standards cooperation between different libraries, languages, and software systems becomes impossible or causes extra costs. Standardisation is therefore a real European issue which will be prominently addressed in the reUSE project. There are a number of standards which have to be applied for realising the main tasks of the reUSE project, some of them have a long tradition, such as the standards used for the descriptive metadata (MAB, MARC), others are well established industry or legislative standards (XML, digital signature), others are already emerging such as Dublin Core and METS. But obviously the issue of standardization must not be narrowed to a technical issue. All participants in the project are well aware of the importance of standards and are involved – in their role as national or university libraries – in standardisation processes. Moreover we have to stress that five countries are involved and that three demonstrators will be set up – reflecting on the one hand the specific profile of each country and on the other hand showing the European wide applicability of the service.

Though we will find in nearly all European countries several initiatives for collecting e.g. electronic dissertations, theses and research papers there is no project on a European level which takes such a specific approach towards public sector publications. The impact and the interest of libraries all over Europe will be massive since – as it has been pointed out – the tasks which need to be solved are important for every digital library: Collecting a nations



digital content is a future task and requires solutions for authentication, workflows, rights management, accessibility, life-cycle-management, data formats, standards, software platforms, and many more issues. The three demonstrators of the reUSE project will allow interested parties to examine three real-world examples carried out in three different European countries. Moreover the overall structure of the project with the inherent evaluation framework will provide even deeper and highly transparent insights.

The strategic objective of the reUSE project is therefore to act as an example for other European countries in a way that it is obvious, that in every European country the solutions will look different, but that the gathered data and metadata are highly standardized and will allow for simple and cost-effective communication and use of these data in other contexts and applications.

### Addressing EC policies

In the scope of the eEurope action plan a number of initiatives towards digitisation of cultural heritage, towards archiving of electronic information and towards the accessibility of information have been set up. In all three fields the reUSE project will make specific contributions. Firstly we have to take into account that every digital master file of a publication which is safeguarded and made accessible via the reUSE project is one document which needs not to be digitised in the next years. Since all information must be digital in order to be recognized within the information society we can say with certainty that in 10 years from now on either information must be available in digital form, or it is digitised. Obviously to collect the digital master files is much more cost effective than to digitise a document. Secondly there are a number of web-archiving projects supported by several programmes of the EU. These projects are by sure justified since they preserve truly digital content which gets otherwise lost. But on the other hand it is hard to understand that homepages are preserved whereas publications which are produced with a high amount of financial, organisational and monetary resources will not be preserved in their digital form. Thirdly we have to see that every electronic publication which is available via a library network will be of great importance for all e-learning initiatives. E-learning is very much dependent on high quality digital material – as it is produced by public sector institutions – available for free via established channels. And last but not least material, which is collected within the reUSE project, will satisfy the needs of European citizens to get current material online. A short view to the lending statistics in every library will demonstrate that more than 50% of all requests concern material published within the last 5 or 7 years. The fact that current material will be available via digital libraries will increase their importance for the end-user and confirm the role of libraries as a trusted information supplier – a role which is supported by the EU commission and finds its expression in digital library programmes.

## 9. Contribution to economic development and social objectives

### Contribution to the advance of a digital book marketplace

The proponents of the reUSE project are convinced that the model which is applied in the project – to collect and re-use the digital master files of printed publications – will be a promising way for many other sectors of the book market as well.

Interestingly the digital revolution has been extremely successful in the production process: No book, journal, or newspaper is nowadays produced on paper. Authors write their first draft on a PC, publishers work out master files for printing, and printing companies use digital devices for producing paper copies. Remarkable success can also be seen in online services, where users are able to order their books via the Internet.

But the digital content itself is still locked. Once the book is brought to the market in printed form the digital value chain is interrupted. Currently neither publishers, nor editors are systematically exploiting the electronic master files which had been the basis for the printing process and which are in fact representing the full intellectual and monetary value.

	Author	Publisher	Printer	Market	Library
<b>digital chain</b>	drafts file on PC	works out digital master file	uses master files for printing	no distribution of digital master files (except some very special segments, such as scientific journals)	digital master files are neither collected, nor preserved and kept available
<b>analogue chain</b>	-	-	produces paper copies for the book market	advanced book market with distributors, bookshops, marketing channels	preservation of paper copies, recording of titles, availability to the public, advanced library services

Digital and analogue chain of book market

So how will the book market look alike in some years? If we take the example of newspaper publishers – which is the print publication most widely used in the public – we can see a clear development: The printed edition remains the most important channel and the most important commercial product. A printed newspaper is still the best “reading device” and will not be replaced in general by electronic surrogates. But on the other hand it is obvious that no newspaper publisher could nowadays abandon to republish the content of a newspaper on its website and to use the new electronic platforms for new added value services. It is to expect that the book market, which always has been more “conservative” than the press market, will follow this example and that in some years it will be usual to have access to – e.g. the complete backlist of a publisher. This service might be free – as it is now for many newspaper archives – or it might be charged – as it is the same case with newspaper archives.

The approach which shall be realized in the reUSE project is based on the conviction that National and university libraries will play a key role not only as collectors and preservers of digital content but also – in cooperation with right holders – as enablers for commercial services and even as distributors. Especially in the case of small and medium sized publishers collaborative models are promising to create successful results. The reUSE project will demonstrate how technical, organisational and juridical solutions may look alike, where public sector institutions are collecting and preserving digital content and where added value services are created in cooperation with the right holders. We are convinced that once

publishers explore the advantages that their digital master files are collected and preserved in trusted digital repositories the demand for building cooperative models will grow dramatically. To take the example of the print-on-demand service: Whereas for a small or medium publisher it might not be attractive to maintain his own digital repository and his own print-on-demand service, it might be attractive and more cost-efficient that he exploits his back list in cooperation with e.g. the National library which will guarantee the availability of the files, get better conditions for added value services and supplies attractive channels for exploiting the digital content. In other words: reUSE will make some contributions for building up a market for reusing the digital master files of printed publications.

### Social objectives

The main social objective which is addressed with the reUSE project is described with the keyword of “increased accessibility”. In fact one of the partners of reUSE, the University Institute i3s3 (“Integrated studying”) in Austria, focuses on this aspect of the information society. Support in accessing information is especially important for visually and print disabled, elderly people, minorities and users at rural locations. There are mainly two important supportive actions which are set in the reUSE project:

Firstly the fact that the public sector publications will be available in electronic form. For blind or visually handicapped only electronic documents are “good” documents. In the case of printed documents visually handicapped people have disadvantages: They need either technical devices (e.g. handy scans with OCR) which are hard to operate and produce only very poor results, or they need someone for digitising these printed documents, so that they can access it via a simple Braille reading device. But this digitisation is expensive, since the text has to be proof read. In the case of electronic documents this handicap disappears. i3s3 will be technically responsible for the digital repository in Austria and especially apply supportive technologies for accessing the digital information in an environment which follows the “design for all” principles.

Secondly the collected public sector publications will be accessible for free. This supports especially users who are e.g. living in rural environments where libraries are far away and sending documents might be expensive. Again it has to be stressed that the availability of the digital master files via established library channels will also be an advantage for user groups which might be “information disabled” which means that they are not that familiar with the advances of the new technologies and media as young, urban and well-educated people.

### Plans for Dissemination of project results

reUSE will produce interesting results for four types of user groups:

- (1) Libraries
- (2) Public sector bodies
- (3) Added value suppliers
- (4) Users of library and information services

#### ad 1 Libraries

National and university libraries acting as deposit libraries shall be convinced to adopt the reUSE service. They will be contacted via the association of national libraries in Europe, via national library days and international conferences, such as ECDL (European Conference on Digital Libraries). Moreover the project will be described in reports which are published in library journals.

#### ad 2 Public sector bodies

Public sector bodies of Austria, Estonia and Germany will be systematically contacted. This will mean that hundreds of administrative units will get an introduction to the project and the offer to cooperate with the project partners. According to the echo received this “direct contacting” will be extended towards public sector bodies in a wide sense as well, such as NGOs, or private associations with a public mission as well.

In the case of Slovenia public sector bodies will also be contacted in order to receive their opinion towards a future implementation of the service.

In the case of European countries not involved in the project, the reUSE team will – in cooperation with national public sector bodies – disseminate the idea and the results via the networks and channels available in this field. Based on “best practise stories” where successful examples are described, public sector bodies from all over Europe shall receive some information.

#### ad 3 Added value suppliers

Companies with interesting services, such as print-on-demand, automated classification of documents, enhanced search facilities, or automated translation, etc. will be contacted and informed about the new service. Also content provider will be informed and the chances for cooperation be explored.

#### ad 4 Library users and citizens

Finally this user group is the most important one, since their response motivates the reUSE project. All experiences show that users are very satisfied to get free but high quality information (as it will be the case with public sector publications). Nevertheless they need to be informed and contacted: this comprises especially informing library users via the library homepage, via introductory courses and via mailings for students, teachers and specific groups such as visually impaired people and elderly people.

## 10. Other contractual conditions

### Travel and subsistence costs

There are 5 project meetings where participants are expected to take part with 1-3 persons, dependent on the role of the partner and the nature of the meeting. This is done on the basis of APEX tickets, 3 nights per meeting and 100 EUR hotel costs per night.

For most partners additional meetings within the consortium will be necessary as well: participation in working group meetings, technical meetings, etc.

The rest of the travel budget is foreseen for dissemination activities (especially UBI, ONB, NLE, NUK). Partners are also expected to take part in concertation meetings and review meetings.

All partners will preferably take part in international conferences if they are making a presentation on the project, or give a talk about an issue of the project.

Travel outside the EU:

The three most important initiatives concerning digital repositories technology are sited in the US. These are DSpace (MIT and a consortium of high level universities), FEDORA (Cornell University and partners) and RLG/OCLC. It is to expect that it will be necessary to carry out a site visit at these organisations.

### Durable Equipment

UBI, ONB, LJU, NUK, ULW and DDB will purchase computers for the additional hired staff. NLE will in addition purchase a RAID system (or a similar storage system) for its digital repository.

### Subcontracting

Caused by the cancelling of a partner in the negotiation phase the consortium will organise a tender for a study on European digital repositories. The study is calculated to cost around 55.000 EUR and will be carried out by a sub-contractor. The tender is organised by the project coordinator. UBI will also use sub-contracting partly for copyright clearance and the setting up of draft agreements for suppliers of digital master files. Moreover UBI will need technical consultancy in digital preservation and digital signatures. Moreover the budget will be used for dissemination material design, etc. Last but not least advisory board members will be paid by sub-contracts.

ONB, UBG, i3s3, LJU and NLE will use the budget for copyright clearance, for technical consultancy and for the advisory board as well.

### Consumables

LJU will use the budget for equipment servicing, subscription based software licenses, removable storage media

### Computing

LJU will use the budget for costs related to on-line accounts allowing internet access outside university infrastructure.

Other specific costs

UBI, ONB, i3s3, LJU, NUK, NLE and DDB will use the budget of other specific costs for organising workshops for user groups and for taking part in book fairs, such as the Frankfurt book fair (see chapter 6. List of Events) for registration fees for conferences, expenditures related to organisation of workshops and seminars related to the promotion and awareness raising of the project.

## **11. Clustering**

The reUSE project partners will proactively seek contact and cooperation with other projects in the eContent programme.

The first official kick-off meeting in Luxembourg will provide a good opportunity to get to know the new projects and to outline the fields for clustering.

## Appendix A to Annex I of the Contract

### **for EU sponsored actions established under the eContent Programme to stimulate the development and use of European digital content on the global networks and to promote linguistic diversity in the information society**

#### **1. Foreword**

This Appendix is an *integral part* of the Contract Annex I– Description of work, as agreed between the Consortium and the European Commission (EC). It sets out a number of practical provisions and operational timescales regarding management and progress reports, including yearly public reports; periodic peer reviews; deliverables and activities relating to project- and programme-level awareness and dissemination; and concertation and information exchange activities. Some or all of these activities, reports and events may be addressed elsewhere in Annex I.

The amount of the EU financial contribution set out in the Contract is inclusive of funds destined to cover any costs incurred by the Contractors in the performance of the tasks detailed in this Appendix.

#### **2. Project Documentation**

The Contractors undertake

- (a) To set up a project Website within three months from the start of the project, and to maintain and update it until the Contract expiry date. Said site will provide project overviews and highlights; up-to-date information on intermediate and final project results, including public reports and synthesis reports drawn from selected confidential material; project events, including e.g. user group meetings, conferences and workshops; contact details, etc. The Website will be cross-linked from/to other relevant EC and EC sponsored sites.
- (b) To provide within three months from the start of the project a MS-PowerPoint or HTML Presentation detailing all the key features of the project. A final, augmented version of this Presentation will be transmitted to the Commission together with the project's final report, and will where appropriate contain additional audiovisual assets (e.g. video clips). Said Presentation will be used by the Commission for its own dissemination and awareness activities, during and after the completion of the project, and will where appropriate be published on EC and EC sponsored websites, and other electronic publications.
- (c) To supply at the latest by the date of submission of the final report a web enabled (or CD/DVD based) Showcase, and to grant the Commission the right to use said Showcase for its own dissemination and awareness activities, including web based and electronic publications, after the completion of the project. The Showcase will feature a meaningful subset (software, data, etc.) of the functionality characterising the project demonstrator(s) arrived at, along with relevant copyright notices and contact information, and suitable installation aids and run-time interfaces.

Item (c) above applies to actions which are intended to produce digital content, runnable software or electronic data sets, and do not use technical platforms which would make the Showcase unsuitable for use in a normal web or office/exhibition environment.

#### **3. Peer Reviews**

All the projects will in principle undergo one peer Review in each calendar year, and a final review to be held within two months from the end of the project.

#### **4. Progress Reports**

The Co-ordinator undertakes to produce periodic progress reports on behalf of the Consortium, and to forward them to the EC Project Officer. The progress report shall be in English and shall include a detailed overview of the work completed/launched in the reporting period, resources employed, departures from the work schedule, and plans for the next phase. The report should also be combined with deliverables due in the reporting period when applicable.



These reports shall be submitted in connection with the costs statements as set out in Article 4 of the contract and at the midterm of the period mentioned therein.

Note: All timings are relative to T1 (project start date); Tn denotes the project end date; both dates as defined in the first indent of Article 2 of the Contract.

<b>Due Date</b>	<b>Title</b>	<b>Coverage</b>	<b>Distribution</b>
Month 6, 12, 18 and 24	Periodic progress reports as defined in Article 4 of the General Conditions	Detailed overview of the work completed/launched in the reporting period, resources employed, departures from the work schedule, and plans for the next phase. Combined with deliverables due in the reporting period and corresponding cost statements.	Project Officer and Peer Reviewers
Month 12	Annual public report	For a broad public outside the consortium. To document the main results obtained and promote the objectives of the project. Designed for web publishing according to guide/ template provided by the EC.	Public
Month 24	Final report	To describe in detail all the work carried out and the results obtained under the Contract. Together with the end-of-project deliverables, it will be a means to assess the output of the project. A non-public part will include e.g. technical documentation, confidential results arising from trials and assessments, prospects for further development and deployment, intended follow-on actions and associated exploitation plans, etc.	Public synthesis report. Main report reserved to Project Officer and Peer Reviewers

The reports and deliverables will be submitted electronically and in paper form. The final report will be accompanied by a CD-ROM, or an equivalent digital storage medium, containing all the contractual reports and other 'paper-based' deliverables (e.g. market analyses, system specifications, outcomes of trials, etc.), for long-term secure storage in the Commission archive.

## 5. Meetings

The Contractors will ensure adequate representation at the following Meetings:

<b>Frequen cy</b>	<b>Type of meeting</b>	<b>Purpose</b>	<b>Participants</b>	<b>Venue</b>
1	<b>Project Kick-off meeting</b>	To launch the project and refine plans and arrangements for the first 3-6 months of work.	Consortium members, Project Officer.	Luxembourg, unless otherwise agreed with the Project Officer.
Up to 4 per calendar year	<b>Progress meeting</b>	To review progress and discuss problems and deviations.	Co-ordinator and Project Officer.	2/year in Luxembourg; up to 2/year elsewhere, in conjunction with Consortium meetings.
1 per calendar year	<b>Peer Review meeting</b>	To evaluate intermediate and final results. To assess quality, impact and effectiveness of project work.	Co-ordinator and relevant workpackage leaders, Project Officer, Peer Reviewers.	Luxembourg; where possible coupled with Concertation meeting.
1 per calendar year	<b>Concertation meeting</b>	To present work in progress and demonstrate intermediate results. To identify and discuss areas of common interest. To plan joint investigations and dissemination activities.	Coordinators and/or workpackage leaders, plus external experts, suppliers and users where appropriate.	Luxembourg; elsewhere where dictated by practical and technical constraints.
1 per calendar year	<b>Programme Conference and Exhibition</b>	To actively participate in discussions and demonstrations organised by the eContent programme.	Co-ordinator and/or workpackage leaders.	Tbd