

# Statement of Work – Collin County Historical Commission Oral Histories Project

## Project Title

Collin County Historical Commission Oral Histories Project

## Objective

This document serves as a preliminary planning document for the Oral Histories Project and provides context to the collection.

## Scope of Work and Requirements

Collin College Libraries representative per this Statement and the Memorandum of Understanding is referred to as “The Librarian”.

## Background

The Collin County Historical Commission (CCHC) has compiled and conducted several interviews with members of the community and plans to do more in the future, including with Board of Trustees member Dr. Bob Collins and Collin College President Dr. Neil Matkin. However, the CCHC currently has no way to store and distribute the audio files. They are seeking a partnership with Collin College to host these files in the Library’s institutional repository, DigitalCommons@Collin.

DigitalCommons@Collin is an ideal solution for this partnership as the platform does not have restrictions on file type or size and has a native audio player built into the platform. Additionally, DigitalCommons@Collin’s Readership Dashboard and optimization with Google Analytics will provide useful tools to boost and share the collection.

The Digital Commons Advisory Board (DCAB) was consulted on this project in April 2023. Respondents were in favor of the project, noting that the materials could be accessed in the classroom and used to support curriculum if they were digitized.

## Limitations of Software and Hardware

DigitalCommons@Collin is a cloud-hosted institutional repository. While primarily focused on peer-reviewed processes such as academic conferences and journals, it also provides support for multimedia projects, including film, audio, and photographs for archival and special collections.

There are no restrictions on the types of files (ie. Mp4, Tiff, jpeg, etc.) that can be uploaded to DigitalCommons@Collin. Supported audio files will automatically be playable with the institutional repository’s native audio player. If a file type is incompatible with the native audio player, the file can be downloaded to play on the end user’s computer.

## Continuation of the Project

This project will be reviewed by the Digital Commons Advisory Board one year from the signed date of the Memorandum of Understanding. The project will continue so long as it benefits both parties.

The Parties, at any time, by thirty (30) days written notice, has the right to end the agreement, in whole or in part, for cause or for convenience (that is, for any reason or for no reason whatsoever). Upon receipt of a notice of termination, both parties shall promptly cease all further work pursuant to the MOU, with such exceptions, if any, specified in the notice of termination.

Should Collin College choose to end its subscription to DigitalCommons@Collin, the files for CCHC's Oral History Project will be downloaded and provided to CCHC. Collin College cannot guarantee the quality or compatibility of files retrieved should this occur. Thus, CCHC is also advised to retain backup copies of the files in the event of technical failure.

## External Funding

If CCHC applies for external funding, Collin College must be listed as an investigator on the grant application. This ensures our participation as technical advisers and support. Collin College will advise on all relevant matters, which may include technological limitations, the amount of time required, and aspects of the budget. When a Collin College employee is listed as an investigator, then Collin College Library will commit to all requirements as laid out in the grant.

## Workflow Responsibilities

The primary role of Collin College is to act as a platform for CCHC to upload oral interviews. While the Librarian and other Collin College staff can provide support with uploads, the onus of organizing files to be uploaded and creating metadata will fall on CCHC.

After completing training and uploading the initial round of submissions, the Scholarly Communications Librarian recommends the following upload process:

- Coordinate and conduct the interview.
- Edit the interview files as needed.
- Upload the interview to DigitalCommons@Collin and complete all required fields for requisite metadata, including identification of all interviewees and crediting any parties assisting with the project.
- Proof all metadata fields for accuracy.
- Push updates to the live version of DigitalCommons@Collin
- Notify the Librarian of publication.

In addition to creating and maintaining the technical aspects of the CCHC Oral Histories Project series, Librarian's duties include updates to the landing page of the CCHC Oral Histories Series and troubleshooting uploads to the collection.

Should a conflict in workflow arise, Collin College will prioritize academic work over community work to meet the needs of its students, faculty, and staff.

Both parties will evaluate the workflow process every six months to troubleshoot issues and streamline the process as needed.

## Archive and Preservation

Content in Digital Commons is protected by a secure infrastructure that includes multiple backups and cloud storage with Amazon Glacier. Open standards (OAI-PMH) and complete institutional ownership make it simple to transfer scholarship off the platform as needed.

bepress Archive, a scalable solution using Amazon S3, offers even more control, on-demand access to all files, and the option to integrate with other Amazon Web Services solutions for security, alerting and other needs. Amazon S3 is an industry-standard provider of preservation solutions, designed to ensure 99.999999999% file durability. The system uses checksums to perform data integrity checks, which ensures that files on S3 match the original file.

## Ownership

Collin College is the owner of DigitalCommons@Collin. CCHC retains all applicable rights to materials in the Oral Histories Collection and is responsible for ensuring that necessary permissions have been cleared for publication. By submitting files to DigitalCommons@Collin, CCHC grants nonexclusive publishing rights, meaning that the materials may also be published elsewhere.

## Timeline

- By September 8, 2023
  - Complete MOU with signatures from both parties.
  - CCHC will send the Librarian requisite information to create a new series in DigitalCommons@Collin.
  - The Librarian will contact bepress to create the structure.
- By October 15, 2023
  - Approve final design of Oral Histories Project on DigitalCommons@Collin.
  - Once approved by CCHC, the Librarian will make the final design live.
- By October 31, 2023
  - The Librarian will provide virtual training to selected CCHC on back-end operations.
- By December 15, 2023
  - First round of oral histories will be uploaded to the collection and tagged with metadata.
- By January 31, 2024
  - The Librarian and CCHC will meet to discuss and revise the initial workflow process.
- Spring 2024
  - CCHC will continue to gather oral histories and upload to the collection.
- Summer 2024

- The Digital Commons Advisory Board will review the project and advise on continuation.