



Hosting and Preservation Services for Grant-Funded Research Projects

February 2017

Overview

Faculty across all disciplines collect and create digital objects during the course of grant-funded research projects. There is a growing need for web infrastructure that will allow faculty members to easily organize, share, and preserve research outputs. Funding agencies increasingly require that grant applications include plans for knowledge mobilization and long term preservation. The library has significant infrastructure and expertise to support digital publishing, and we propose to extend those services to meet faculty needs for digital asset management and web publishing.

UVic Libraries will offer a basic suite of digital publishing services as in-kind contributions to grant proposals. If additional customization and development is required, the library will consult with the research team to determine what additional costs should be included in the funding proposal. The library can also work with co-op students and graduate assistants to achieve a project's specific goals.

Digital Asset Management

UVic Libraries will assist faculty who propose to collect or create a large number of digital research objects including documents, images, datasets, audio, or video. Our Hydra/Fedora digital asset management system permits a distributed research team to upload, share, and describe digital objects of all kinds. Privacy settings allow team members to share objects within the team or openly on the web. Versioning allows team members

to track object revisions, and restore earlier versions if necessary. The system displays a history of all activity for any given object.

Researchers are responsible for uploading digital objects, and for ensuring that they have the appropriate rights over that material.

In-kind value:

- \$1250/funding year for collection configuration, software training, and support. ($\$50^1 \times 25^2$ hrs x funding years)
- $\$250^3$ /funding year⁴ for infrastructure costs & maintenance.

Additional feature development and support at cost.

Metadata Consultation

UVic Libraries will build a metadata input form that is customized to the needs of a specific project. We will work with the project team to develop a data model for describing digital research objects. Building on the library's base data model our metadata consulting team will recommend standards to ensure that project metadata can be shared, indexed, and reused over time. We will work with you to identify controlled vocabularies, content standards, and syntax conventions that will help to standardize object descriptions for better search and discovery. Our underlying Fedora software will automatically create unique URL identifiers for each object, and will generate linked data triples for inclusion in an external triple store. All public collections hosted by UVic Libraries will be exposed for indexing in major web search engines.

The researcher is responsible for adding descriptive metadata to research objects, vetting accuracy, and for ensuring that the project team is familiar with the data model and chosen standards.

In-kind value:

- \$1500 ($\$65^5 \times 25^6$ hrs) for initial data modelling and metadata consultation.

Extended metadata services available at cost.

Exhibits & Discovery

Our [Spotlight exhibit software](#) will allow your team to build a customized website to showcase your digital objects, and to add narrative and context to the project. The discovery interface includes keyword searching and a faceted browse interface. UVic libraries have developed many plug-in features including media streaming, mapping interfaces, pan and zoom, and object viewers for books and 3D images. We are happy to oversee the development of new features at cost. Spotlight is an open source platform. Developed features will be made available to all partners.

The researcher is responsible for designing and building the exhibit.

In-kind value:

- \$1250 (\$50 x 25 hrs) for initial exhibit configuration & training⁷
- \$500/funded year (\$50 x 10 hrs) for ongoing support⁸

Additional feature development and support at cost.

Digital Preservation

All digital objects and metadata held in the Hydra digital asset management system will be subject to UVic Libraries best practices for digital preservation. UVic Libraries will provide advice on sustainable file formats and derivative file types. We will ensure regular back-ups and integrity checks, along with security updates as necessary. Objects will be part of the library's digital lifecycle planning which may include offsite replication and preservation processing using [Archivematica](#), [Archive-It](#), [LOCKSS](#) and related tools. The library may perform file integrity checks and format migrations over time.

The researcher is responsible for ensuring the quality of digital objects.

Cost (note that this is a real cost to the researcher, not in-kind):

- \$2,594/TB one-time payment for long term storage costs⁹
- \$500/funded year for ongoing preservation services¹⁰

Additional storage space available at cost.

Digitization Centre

The [Digitization Centre](#) at the University of Victoria Libraries supports the production and delivery of a large array of [online digital collections](#). Our staff have expertise in digitizing a variety of media including books, manuscripts, photographs, artwork, microforms, maps, posters, slides, and audio-visual resources. The Libraries' Digitization Centre has partnered on a number of successful grant applications. We welcome collaborations with faculty, students, and community partners.

Cost: \$40 hr¹¹ for image and text based media including rare and fragile materials. Includes OCR for typeset materials.

Note: The scanning of material from the library's Archives and Special Collections may be available as an in-kind contribution to the project.

Digital Scholarship Commons

Researchers working with undergraduate and/or graduate students can conduct workshops and/or disseminate their research through lectures or classroom sessions in our Digital Commons Lab. Our software and equipment can suit a range of disciplines and presentation styles.

The researcher is responsible for booking the space in advance and preparing all materials for the days and/or sessions required.

In-kind value of space: \$3,013¹² per day

Research Data Management

The library's [Dataverse repository](#) allows you to openly share numeric data sets so that they are discoverable and reusable by others. Our librarians can help your project to develop a research data management plan using Canada's national Data Management Planning tool. We offer regular workshops on data management planning, and are happy to customize these for your project team.

Research data management consulting services are offered to faculty members at no cost.

Open Access Publishing

The [UVicSpace institutional repository](#) allows faculty members to meet Tri-council Open Access (OA) requirements without the need to pay Author Fees. UVicSpace is an excellent way to preserve and openly share all scholarly and creative outputs from your project, including reports, videos, posters, and Powerpoint presentations. UVic Libraries can also provide advice and support for Open Access monograph publishing.

Our Scholarly Communications librarian can help you to understand funder OA mandates and assist you in choosing reputable Open Access publishing venues.

Open Access consulting services are offered to faculty members at no cost.

Other Services

Researchers looking for subject expertise related to their projects are encouraged to contact their subject liaison librarian for further assistance with these services.

Researcher Responsibilities

UVic Libraries does not provide project management for other services related to grant-funded research projects. PIs are responsible for project management including: hiring staff, planning meetings, loading objects and metadata, ensuring the quality of content, rights management, web design, event planning, promotions, and reporting.

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Notes on cost calculations

¹ \$50 per hour represents a mix of time from librarians, technicians, and support staff.

² 25 hours is our best estimate of the time that it will take to configure a dedicated Hydra collection for a project, to apply user accounts and permissions, to create a metadata template and index, and to provide initial interface instruction to project staff. This figure may be revised with experience.

³ Hydra infrastructure costs include the cluster of three servers on which Hydra runs, the cost of attached storage, networking, test servers, and the administrative overhead to manage, patch, and upgrade these servers.

⁴ Certain costs are based on the number of years for which the project receives funding which helps us to adjust for the size and scope of each project.

⁵ Work that is done strictly by librarians is valued at \$65/hr. This figure is based on a median Canadian librarian salary of \$92,000/yr taking into account the cost of benefits (at 20%) and leaves (at six weeks per year). Thanks to COPPUL and to the University of Manitoba Libraries for sharing information that helped us to arrive at this number.

⁶ 25 hours is our best estimate of the time that it will take a librarian to consult with the project lead on metadata needs, map required metadata fields to standard controlled vocabularies, map fields to the UVic Libraries data model, and to create a metadata profile that can be used as the basis of the metadata template in Hydra. This figure may be revised with experience.

⁷ Initial configuration includes setting up a dedicated Spotlight collection for the project, duplicating the project's SOLR index from Hydra into Spotlight, ensuring proper sync'ing of objects and data from Hydra, setting up accounts and permissions, and providing initial software training for project staff.

⁸ Ongoing support includes assisting with troubleshooting, ongoing training, and answering technical questions for the duration of the funding cycle.

⁹ The value of \$2,594/TB is cribbed from a report on the costs of long term storage that was produced by the Ontario Libraries Research Cloud Advisory Team. Alan Darnell, Director of Scholar's Portal, kindly shared this report with UVic.

¹⁰ The library will bear the cost of ongoing preservation services long after the project funding cycle has finished. This figure is an attempt to recoup some of the long term costs of ongoing back-ups, as well as infrastructure, licensing, and administrative costs of preservation services like Archivematica, Archive-It, and LOCKSS.

¹¹ \$40/hr rate is based on digitization staff salaries, plus overhead like equipment, office space, and administration.

¹² Based on UVic rates of 2200 sq ft @ \$500/sq ft/month for lab space.