

INFORMATION HUB DEVELOPMENT COMMITTEE

Process for Approving and Monitoring DALNET Projects

June, 2001

The process begins with the submission of a project idea to the IHDC via the document 'DALNET's Digitization Survey' (see attached A). This consists of four broad questions on Scope, Subject, Sustainability and Current Status. This can be submitted by a DALNET member institution or an affiliate of DALNET.

Each member of the IHDC then reviews the proposal and evaluates it based on the 'Basic Criteria Rating' document (see attached B). Each of the four categories is graded from 1 to 10 (with 10 being the highest). Two of the four are weighted, 'Subject' being the most critical element is multiplied by 3 and 'Sustainability' is multiplied by 2. Issues that members of the IHDC consider in determining the numeric score in each category are listed on the document. These four numbers are added for a total score.

When the committee meets these scores are tabulated, discussed and averaged. A perfect score is 70 points. For the initial evaluation, any project receiving more than 40 averaged points is targeted for further review. As projects are submitted and evaluated they are put in the queue based on their ranking. An institution can recall proposals that change over time and resubmit the application with further information for review by the committee.

Follow up Interview Questions are sent to the primary contact person for the project (see attached C). An interview is then scheduled with the Project Primary Contact Person and two members of the IHDC, one of which is the IHDC liaison for the project. A technical advisor and any additional subject specialists can be included when deemed necessary.

The purpose of this meeting is to ascertain the level of commitment to the project by the institution and the level of support that DALNET can provide. Factors IHDC will consider are other projects already in process, staffing available for support, demand on existing DALNET digitization equipment, and any necessary financial assistance needed by the institution to complete the project. Grant opportunities may be explored as well as the potential for forming partnerships among institutions with similar projects.

Anyone seeking a grant for DALNET needs to go the Grants Committee for review and assistance. Any institution seeking an individual grant for a project, which is to be included in Im@gine, is asked to inform the IHDC and the Grants Committee for informational purposes only.

Recommendations of the IHDC for project support are forwarded to the DALNET Director for his evaluation and determinations of time and resource allocation.

Each project is assigned one member of the IHDC to act a liaison for each DALNET project. The responsibility of this liaison is to monitor the project and keep the