Collection

Technology Infrastructure

Participating Organization
Responsibilities
- Sign agreement
- Identify local project coordinator
- Select collection(s)
- Review Ohio DPLA metadata requirements and revise metadata as needed
- Prepare for OAI harvesting of collection
- Have collection harvested
- As needed, revise harvest profile
- Support ongoing harvest schedule
- Promote DPLA on library's website

Community Engagement Center (CEC)
Responsibilities
- Advocate/Promote DPLA among cultural heritage community
- Work with interested library/archive/historical society on becoming a DPLA contributor
- Conduct metadata and harvesting workshops for contributing organizations
- Coordinate with metadata specialists as needed
- Participate in statewide working groups on advocacy and metadata
- Identify issues for DPLA
- Member of Ohio DPLA Advisory Committee

Project Manager
Responsibilities
- DPLA liaison
- Hire and manage Ohio DPLA staff
- Coordinate with CEC's
- Serve as ExOfficio member of the Advisory Committee
- Draft policies and procedures for Ohio DPLA
- Manage DPLA budget

Metadata Specialist
Responsibilities
- In conjunction with the Metadata working group maintain the Ohio DPLA MAP
- Liaise with contributing organizations on preparing metadata profile for harvest
- Prepare profile and work with tech specialist
- Identify aggregated site metadata issues
- Chair the Metadata working group
- Participate in DPLA metadata initiatives

Technology Specialist
Responsibilities
- Implement and maintain DPLA harvesting software and other required software to support Ohio DPLA aggregator site
- Work with SysAdmin as appropriate
- Prepare ingest profiles, working with metadata specialist
- Monitor DPLA technology activities and make recommendations regarding platform enhancements and upgrades

DPLA

SLO - Hire Ohio DPLA project manager; Serve on the Advisory Committee; fund initial 3 year pilot project; conduct evaluation of three year pilot project; direct cost analysis of Ohio DPLA in support of sustainability.

Advisory Committee - Review and recommend program policies; investigate and recommend funding strategies; advocate for Ohio DPLA program; participate in Ohio and national DPLA activities

Working Groups - Develop and recommend policies within subject area; develop appropriate training; conduct training; develop advocacy/promotional materials; participate in appropriate Ohio and national DPLA activities