HBCU Library Alliance Digital Services and Collections
Summary Status Report

In November 2015, the HBCU LA digital collections project will celebrate its 10th anniversary. The HBCU digital collection (http://hbcudigitallibrary.auctr.edu/) began as a grant funded project. It has grown from ~9,000 images to ~16,000 images and from 9 participating institutions to 23. Grant funding ended in 2011. There are three areas of concern regarding the future of the collection:

> (1) Collection scope and additions to the collection;
> (2) Long term preservation of the collection;
> (3) Funding to support the collection (see Appendix A).

Collection Scope and Additions to the Collection

Institutions agreed that the collection scope would be public domain documents representing the institutional history and founding documents. Participants were to also apply limits to the number of items posted to their collections. After initial training and development of the collections, institutions wanted to increase collection size and as well as add items outside of the original collection scope. In 2010-2011, the HBCU LA Digital Initiatives Committee began discussions about sustaining the collection long-term, exploring funding models to participate in the digital collection, and future growth and collection scope. These discussions remain open. To date, institutions have not been permitted to add new content to the collections, pending further discussion and decisions.

Long Term Preservation

Long term preservation is performed through MetaArchive, a dark preservation repository network for digital collections. The HBCU LA has been a collaborative member of MetaArchive since November 2010. Membership affords the HBCU LA the ability to place master image files into the network for preservation and the responsibility to serve as a preservation node. It is advisable that the HBCU LA re-examine its commitment to long-term preservation initiatives. This is especially important in light of continuing costs including membership, cost to serve as a preservation node, cost to store content currently preserved, and cost of content still to be preserved. Several requests have been made to institutions to provide their image files for ingest into the MetaArchive. To date, 10 of the 23 HBCU LA digital collection institutions have provided their master files.

Funding to Support the Collection

It is necessary that the HBCU LA determine the direction it wishes to take regarding funding to sustain the digital collection. In the years since the grant's end, the AUC Woodruff Library has subsidized the funding for the annual software maintenance for the CONTENTdm software. This funding has approximated $3,400 annually. OCLC has notified the Library that the annual software maintenance invoice to be issued in November will be $3,640. Additionally, the Dell server that has been used to house the digital collection is reaching its end-of-life. The

anticipated cost of a new server is between $6,000 and $7,000. Its warranty expires in April 2015. As a stop-gap measure, an extension of the warranty is possible until March 2018 with an approximate cost of $1,800. However the HBCU LA should plan to seek funding server replacement and maintenance at the maximum cost. Or, as an alternative, the HBCU LA may wish to explore hosted, open source, and/or cloud-based solutions for content management which may be slightly less expensive. As noted previously, discussions regarding sustaining funding and future directions were begun by the Digital Initiatives Committee but remain incomplete.

Recommendation

It is recommended that the Digital Initiatives Committee be re-engaged. The committee may be able to develop actionable strategies to grow, sustain, and create new energy for the HBCU LA digital collection. Actionable items include determining:

(1) By March 2015, funding for a new collection server, or, other platform solution to support the digital collection;
(2) If the AUC Woodruff Library will continue to subsidize ongoing software costs and technical support for the digital collection;
(3) The commitment of the HBCU Library Alliance to the continued growth of the digital collection;
(4) One year in advance of next cycle of annual MetaArchive renewal, determine if the HBCU Library Alliance wishes to continue its membership in the MetaArchive including funding strategies to maintain the annual membership, supporting growth of preserved collections, and purchase of a new server.

Appendix A
Current and Future Costs

Prior to 2011, costs for HBCU LA digital collections initiatives were supported by grant funding. Grant funding for digital collections ended in June 2011. Since November 2011, the AUC Woodruff Library has subsidized the annual software maintenance for the digital collection. In fiscal year 2010-2011, the HBCU LA joined the MetaArchive. Costs for joining were subsidized by the Alliance. The table below provides a history of costs and funding to support costs since November 2011. Please note that costs do not include staff time provided for technical support.

Category of Costs	Prior Years (2011-2014)	Who Subsidized Costs	Current (2014-2015)	Who Currently Subsidizes Costs	Future (2015-2016)	Who Will Subsidize Costs in Future
CONTENTdm Annual Software Maintenance in a locally hosted environment with server at AUC Woodruff Library	$10,215	AUC Woodruff Library	$3,640	AUC Woodruff Library	$3,794.70	Unknown
CONTENTdm Server located at AUC Woodruff Library*	$5,506.19	HBCU Library Alliance using grant funding	$0	HBCU Library Alliance	$6,000 – $7,000	Unknown
MetaArchive – Collaborative Membership	$1,000/year plus $100/year for each participating institution	HBCU Library Alliance	$2,500/ year @ $267.82 / participating institution	HBCU LA Participating Institutions	$2,500 @ $267.82 / participating institution	HBCU LA Participating Institutions
MetaArchive – Server	$4,600	HBCU Library Alliance	$0	HBCU Library Alliance	$4,600	HBCU Library Alliance

*The Library is investigating whether or not a warranty can be obtained to extend support the CONTENTdm server for an additional year after April 2015. If so, the anticipated expenditure from April 2015 –March 2016 will be approximately $1,000. If a warranty extension cannot be granted, the HBCU Library Alliance is advised to seek a new server or other solution to host collection content.