

Digital Archives Backup Collaboration Steering Committee

Position Description

Committee Role and Project Description

The Digital Archives Backup Collaboration Steering Committee will provide project expertise, develop overall project budget needs and governance structure for the digital archives backup collaboration project. The Committee will follow guidelines for steering committees in WPLC bylaws.

The digital archives backup and storage platform will safely store archival copies of digitized materials and metadata from public libraries from any participating Wisconsin public library system into equipment hosted in two data centers (South Central Library System and LEAN, WI). The purpose is to provide proper storage of digitized materials. This project is in partnership with Recollection Wisconsin.

Membership

Membership includes one representative from each host site, three representatives from current and potential collaboration partners, one Recollection Wisconsin representative as an advisory non-voting affiliate member, and one DPI representative as an advisory non-voting affiliate member.

Expectations

- Steering Committee members will act as representation of their organization.
- Steering Committee representatives will create and manage any committees or work groups needed for the operation of any digital archive collaboration initiative.
- Committee representatives will be expected to attend and be prepared for committee meetings. If unable to attend, committee representatives will provide a proxy and notify the steering chair and project manager. Committee meets approximately quarterly.
- Steering Committee representatives will be responsible for reporting information to the libraries/members they represent in their organization and gathering feedback and input as needed.
- Representatives will follow up with WPLC Board member representatives to discuss issues when necessary.

Meeting Schedule

At least four per year.