

## Plan Overview

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*A Data Management Plan created using DMPTool*

**Title:** The Digital Collection of Nepalese Journal Articles

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### **Copyright information:**

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# The Digital Collection of Nepalese Journal Articles

## I. A) Copyright and intellectual property

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### I.A.1) Copyright/IP Status

**What will be the copyright or intellectual property status of the content you intend to create? Will you assign a Creative Commons license to the content? If so, which license will it be?**

The Copyright of this content is free for educational purpose. It is recommended to refer and cite the source while using these resources for educational purpose.

### I.A.2) Ownership Rights

**What ownership rights will your organization assert over the new digital content, and what conditions will you impose on access and use? Explain any terms of access and conditions of use, why they are justifiable, and how you will notify potential users of the digital resources.**

The ownership of the proposal rests on the Writer, Journal Publisher and the Tribhuvan University Central Libray. The Law(s) of the Land is the base to resolve any type of misuse, copyright infringement and violation issue. Arbitrary fees and additional compensation will be borne by the violater. After the Court's verdict proven and convicted violaters will be denied to access the Collection in future.

### I.A.3) Privacy/permissions

**Will you create any content or products which may involve privacy concerns, require obtaining permissions or rights, or raise any cultural sensitivities? If so, please describe the issues and how you plan to address them.**

There is no any private information.

## II.A) Creating new digital content

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### II.A.1) Description / file formats

**Describe the digital content you will create and the quantities of each type and format you will use.**

The followings are work procedural steps to create the Collection:

1. Converting each issue of each journal into pdf file format:

- a. There are 15 journal titles currently planned for digital conversion.
- b. Each journal title has 3 issues; 5 articles (5 to 7 pages in average) with 5 -7 pages general contributions in each issue.
- c. Converted articles and other contributions will be in one file as its print format.
- d. The estimated time to complete the "Digital Collection of Nepalese Journal Articles" is one month from the beginning date of the Project.

### **II.A.2) Software / Equipment**

**List the equipment and software that you will use to create the content or the name of the service provider who will perform the work.**

Following is the information related to software and equipment usages for the Collection:

1. The Green Stone Digital Library software will be used to create, to organize, to manage this Collection.
2. The PDF converter will be used to convert the documents.
3. Scanner of different capacities will be used to convert the large size pages, leaflets and other materials into digital collection attached with the journal articles.
4. Computers, Cameras, photocopy machines, book boxes, book racks, hand trucks, belt and straps, and other office equipment and supplies (of various capacities and strengths) will be used to create this Collection.
5. The Tribhuvan University Central Library, Information Technology Section will be the office to create the Collection.

### **II.A.3) File formats / Quality standards**

**List all the digital file formats (e.g., XML, TIFF, MPEG) you plan to create, along with the relevant information on the appropriate quality standards (e.g., resolution, sampling rate, pixel dimensions).**

The file will be in pdf 1368 x 768 resolution.

### **II.B) Digital Workflow and Asset Maintenance/Preservation**

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### **II.B.1) Quality Control Plan**

**Describe your quality control plan (i.e., how you will monitor and evaluate your workflow and products).**

Following is the procedure for quality assurance:

Each pdf file will be checked for its quality assurance 1366 x 768 resolution.

All articles of each issue will be converted in to digital file format in the way as they are in the print format. Any residual part of one article will be added to the main part of the article and page number will remain the same as in the print version.

The workflow of the digital content creation process will be monitored at each technical steps:

- a. Checking the article in their original format (print / electronic).
- b. Converting articles into digital format. Checking them for their resolution.
- c. Filing the digitally converted articles in an order as in printed format.
- d. Create 3 copies of digital content with identical standard.

### **II.B.2) Preservation plan**

**Describe your plan for preserving and maintaining digital assets during and after the grant period (e.g., storage systems, shared repositories, technical documentation, migration planning, commitment of organizational funding for these purposes). Please note: Storage and publication after the end of the grant period may be an allowable cost.**

There are three stages in preservation and maintenance.

1 Creation: Each pdf file will have a standard format. All issues of each title of journal of each year will be compiled in one file.

2. Storage: All pdf files will be stored in microfilm according to the Letter by letter alphabetic order of Journal title, publication year, volume and issue number. There will be 3 copies of each of these microfilms: 1st copy for library archive, 2nd copy for library master copy, and 3rd copy for the National Library Reference Section. For user, the regular pdf file will be used. The Library Master copy will be stored off shore in a secured facility.

3. Sharing / Partnership: Library will share its digital content reciprocally with 'xyz institute' located in 'abc location' for library use. Those academic institutions who want to use these resources will sign a contract paper for accepting the terms and conditions of the Library. Any

issue or dispute if comes up, the Tribhuvan University Central Library deserves the final right for the decision. There will be no further action (of any type) will be entertained in such case.

Maintenance:

1.To keep the digital content safe and accessible in future, the 'xyz institute' also hosts the digital content in its library web site. All microfilms will be stored in a mechanically controlled environment. The concept of consortium and sharing the digital resources among different partner organizations databases will lessen the work load of storage capacity.

2. Storing and making the content available for users from different locations needs a strong library membership security vetting process. So to maintain its security secured, there will be a robust authentication process to log in. Only the authorized members can log in the System. This log in process helps to protect the digital content from the unwanted interventions from any type of alien program, or individuals.

## II.C) Metadata

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### II.C.1) Preservation plan

**Explain your strategy for preserving and maintaining metadata created and/or collected during your project and after the grant period.**

Preservation Strategy: It is important to think about the long term preservation plan rather than investing a handsome amount of various types of resources everytime for peridoic preservation pilot project which is far expensive than regular and planned one. Therefore, to save time, effort and resources followings are the Collection preservation strategies:

1. Create the qualitative digital content along with its metadata in microflim.
2. Maintain compatible 'environment' for digital product and appropriate security lines.
3. Each microfilm will be checked on yearly basis for its quality assurance.

### II.C.2) Description

**Describe how you will produce metadata (e.g., technical, descriptive, administrative, preservation). Specify which standards you will use for the metadata structure (e.g., MARC, Dublin Core, Encoded Archival Description, PBCore, PREMIS) and metadata content (e.g., thesauri).**

The Collection will use MARC 21 standard for its technical, descriptive metadata structure.

### **II.C.3) Metadata sharing**

**Explain what metadata sharing and/or other strategies you will use to facilitate widespread discovery and use of the digital content created during your project (e.g., an Advanced Programming Interface, contributions to the DPLA or other support to allow batch queries and retrieval of metadata).**

The Library will use Digital Public Library of America's (DPLA) support to reach out the users.

### **II.D) Access and Use**

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#### **II.D.1) Public access**

**Describe how you will make the digital content available to the public. Include details such as the delivery strategy (e.g., openly available online, available to specified audiences) and underlying hardware/software platforms and infrastructure (e.g., specific digital repository software or leased services, accessibility via standard web browsers, requirements for special software tools in order to use the content).**

The resources are available online for educational purposes freely supported by the standard search engines.

#### **II.D.2) Examples**

**Provide URL(s) for any examples of previous digital collections or content your organization has created.**

Question not answered.

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