Plan Overview

A Data Management Plan created using DMP Tool

Title: Redesigning the Library for Teens

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Funder: Institute of Museum and Library Services (imls.gov)

Funding opportunity number: 51055

Template: IMLS: Digital Content

Project abstract:

The lead applicant for this grant is the Greeneville / Greene County Public Library located in Greeneville, Tennessee. They are a small rural library in North East Tennessee, and currently lack the space and programming to best engage high school aged teen patrons. The plans for this project are multipart. The first being the creation of a comfortable space for teens to meet and work collaboratively. This means replacing the donated wooden chairs they have with comfortable modular seating that also increases the power outlets available for teens to charge their devices. There are plans for a mural competition with the area high-schoolers, which allows for the teen patrons to feel ownership over the space by creating and voting for their favorite piece of art. The second portion of the project is to create new teen focused programming that targets STEM and reading topics. This section of the project includes creating lesson plans that will be usable for years to come; additionally, this includes the actual execution of the programming as well as periodic formal and informal assessment of this programming and new space. This is the mock DMP for the mock grant proposal made for INSC559 Grant Writing, which I am also taking. There will be digital products in the form of lesson plans for STEM and reading programming for teens.

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Copyright information:

Redesigning the Library for Teens

I. Mandatory: Intellectual Property Rights and Permissions

What will be the intellectual property status of the digital products (content, resources, assets, software, or datasets) you intend to create? who will hold the copyright(s)? How will you explain property rights and permissions to potential users (for example, by assigning a non-restrictive license such as BSD, GNU, MIT, or Creative Commons to the product)? Explain and justify your licensing selections.

The lesson plans will be made available online via our website and will be assigned a Creative Commons Attribution-Noncommercial license to allow other libraries or teachers to use these valuable lesson plans. This allows others to use the plans and adapt them to their own specific needs, while still requiring attribution and not allowing for commercial uses. There will be a README file included in the download as well as a notice on the download page on the website that notes the requirements of attribution and non-commercial use.

What ownership rights will your organization assert over the new digital products and what conditions will you impose on access and use? Explain and justify any terms of access and conditions of use and detail how you will notify potential users about relevant terms and conditions.

The Greeneville / Greene County library will retain ownership rights over the lesson plans, in such that our name will appear on all materials and we will keep the original copies of the materials. There are two limits on use: one is the requirement of attribution when using outside of the Greeneville / Greene County Public Library. The second is that the lesson plans must not be used for commercial use. Users will be notified of these terms on the download webpage on our website, as well as in the README file that accompanies the download in the .zip file.

If you will create any products that may involve privacy concerns, require obtaining permissions or rights, or raise any cultural sensitivities, describe the issues and how you plan to address them.

There will be no privacy or cultural sensitivity concerns in the materials created for this project.

II. Creating or Collecting New Digital Content, Resources, or Assets

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Describe the digital content, resources, or assets you will create or collect, the quantities of each type, and format you will use.

There will be a collection of lesson plans created for this project. These include researched information on a topic related to either Science, Technology, Engineering, and Math (STEM) or reading. All lesson plans include a craft or activity element, a presentation of material and information on the topic of the lesson, and a space to assess the success of the lesson. Included in the lesson plan is a list of materials needed to create the craft, as well as construction directions and photographs to better explain the construction.

The lesson plans will be saved as .pdf files for easy distribution and editing for changes.

The anticipated number of lessons created in this project is 40 lesson plans.

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

Materials needed to create the lesson plans:

- Computer with Microsoft Word to write and arrange the lessons
- Camera or phone to take photographs of activity or craft construction

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

The working document for all lesson plans will be .DOCX or Microsoft Word documents. The final products will be be .PDF files.

III. Workflow and Asset Maintenance/Preservation

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

The lesson plans will be created by the Teen Librarian and Youth Librarians. The plans will be assessed and looked over by the other librarians for areas of improvement or mistakes before publishing to the website.

Describe your plan for preserving and maintaining digital assets during and after the award period of performance. Your plan may address storage systems, shared repositories, technical documentation, migration planning, and commitment of organizational funding for these purposes. Please note: You may charge the federal award before closeout for the costs of publication or sharing of research results if the costs are not incurred during the period of performance of the federal award (see 2 C.F.R. 200.461)

The original files for the lesson plans will be saved on computers at the library, as well as through our Google Drive account for the library. The files will remain on the website for the foreseeable future, and new lesson plans will be added as they are created.

IV. Metadata

Describe how you will produce any and all technical, descriptive, administrative, or preservation metadata. 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).

Since the lesson plans will be accessible through our catalog, typical descriptive and administrative metadata will be noted by our Integrated Library System (ILS) in MARC format.

Explain your strategy for preserving and maintaining metadata created or collected during and after the award period of performance.

Usage and download metadata will be collected every month and arranged in a .XML file for assessment purposes both during and after the award period. The metadata will be available internally for the library since it will be used for programming assessment purposes. This metadata will allow us to better understand what is appealing and usable by our community.

Explain what metadata sharing and/or other strategies you will use to facilitate widespread discovery and use of the digital content, resources, or assets created during your project (e.g., an API [Application Programming Interface], contributions to a digital platform, or other ways you might enable batch queries and retrieval of metadata).

Metadata that is most useful for patrons will be accessible via the catalog where they can access the materials.

V. Access and Use

Describe how you will make the digital content, resources, or assets 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 materials will be available to audiences with access to our catalog, which requires a Greeneville / Greene County Public Library card. Users can also request a temporary digital card which will allow them to access our digital items created by the library, like the lesson plans. The catalog is accessible through a standard web browser.

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

We currently do not have any digital content.