
Digital Access to Monographs

Call for participation

As part of the National Monographs Strategy (NMS) project, Jisc invites applications from libraries to identify, specify, quantify and record actual tasks and collection management challenges they face when wishing to access book content in digital formats

Jisc is awarding up to 10 grants to Higher Education Institutions to work with Jisc to participate in the research into and formation of a series of pilot projects aimed at identifying and testing use cases for accessing monographs in digital formats and related challenges.

- ❖ Each award consists of a grant of £6,000 per institution to support two members of staff to take part in the project.
- ❖ The deadline for applications in response to this call is 5pm UK time on **Friday, 8th January, 2016**.
- ❖ This project will run between **February-July 2016**.

Background to Jisc

Jisc is the UK higher, further education and skills sectors' not-for-profit organisation for digital services and solutions.

We operate **shared digital infrastructure and services**, negotiate **sector-wide deals** with IT vendors and commercial publishers and provide trusted **advice and practical assistance** for universities, colleges and learning providers.

Background to the project

In 2014 the National Monograph Strategy, a RLUK/SCONUL/JISC co-design initiative, published a very broad outline of a future situation in which there was more collaboration between UK HE sector libraries and other key stakeholders to achieve the vision that: "within 5 years UK researchers and students will have unparalleled access to a distributed national research collection enabled by an open collaborative national infrastructure."

While this vision document encompasses a number of different areas and problems, the next stage of work specifically requires practical input from UK HE libraries to help Jisc design effective pilot projects that will improve and enhance digital access to monographs.

Following consultation with library strategists and practitioners, it appears that there are two areas where the most urgent problems might be tackled and where progress must be made:

- The creation of a new knowledgebase or network of connected databases (referred to in the NMS as the 'Monobase')
- putting in place enabling measures and appropriate resources to allow librarians and users to find books more effectively and access them in digital formats

The first is broadly focused on 'metadata' and the second on 'content'.

Definition of a monograph

At this stage we are adopting a broad definition in order to get more information about libraries' needs. We include most types of academic book but it must not be a core textbook. A core textbook is defined as something written specifically to serve the needs of students and lecturers following a course. There are no other restrictions since we would like to know what sort of books libraries would prioritise above others.

Your role

This call for participation is mainly focused on the second of those two problems although there are dependencies between them. We would like to invite libraries to identify, specify, quantify and record actual tasks and collection management challenges they face when wishing to access books in digital format. This will help us work through real use cases that will test the assumptions that are emerging around workflows and solutions. We expect to involve librarians at both practitioner and strategic levels as we are keen to ensure that the use cases that are chosen, and the book titles that are selected, not only represent a view on the immediate problems that libraries wish to tackle, but also take account of more ambitious tasks that libraries would like to take on if the tools, resources and data were in place to support such activities.

Proposed use cases

We have identified a number of scenarios based on both the roadmap and some informal conversations with librarians we held more recently. We would like to test these and find out if there are others we need to include.

We have narrowed down the many different potential tasks that libraries face when wishing to access a monograph in digital format and have defined one top level wish statement. We then suggest that there are two main scenarios:

Wish statement: "I want digital access to book content"

Purpose: "In order to....." (Examples here might include for researcher use, or course reading lists)

And either: Scenario 1: "I own the content in print"

Scenario 2: "I do not own the content currently, in any format."

A variety of different action paths stem from the two scenarios above, and include potential solutions involving the new copyright exceptions, access to large collections of existing digitised books, and an efficient way of obtaining permission to use digital copies for content still in copyright. In order to test the possible problems and their solutions that follow from the above statements, we need librarians' help with

1. Identifying some real uses cases: reasons why a librarian might want access to digital books and the uses required e.g. access to books on a reading list for UK-based and international students, or for preservation/archiving
2. Sample lists of **actual book titles** to assess the best way to achieve this.

All of these solutions would involve the proposed new database, but prior to it being built (and to feed into its specification) we must first identify and quantify a representative sample of book titles where there is some kind of problem or difficulty with the status quo, particularly where there is a "market failure". From there we can then work out how much investment must flow towards particular functional areas in order to solve the most pressing challenges that libraries are facing in relation to accessing digital content.

Level of commitment

Jisc expects the level of commitment to be approximately 6 days per staff member over the course of the project. Activities are expected to commence in February 2016 and continue through to July, covering the following areas:

- 8 February 2016: Webinar 1 of around 90 minutes to learn more about this project on including provision of small sample list of 5-10 book titles

- 12 February: delivery of a list of 50-200 titles from your institution's collections demonstrating a variety of access issues
- 25 February: face-to-face day long workshop 1 (time: 1100-1500) to flesh out the use cases
- Date and time tbc, likely to be late April: Webinar 2 of between 1-2 hours to discuss our proposed workflows and solutions. This webinar will provide initial feedback to us on the solutions we propose from the results to date from investigation of the list of titles provided to us by participants, and may include results of actual example titles where access has been arranged.
- Date and time tbc, likely to be May: Face to face day long workshop 2 (time: 1100-1500) to test suggested solutions and workflows and give feedback on proposed pilot tests. By the end of this workshop we aim to have finalised the details of (a) pilot test(s) we propose to run to road test the proposed solution(s)
- On-going dialogue throughout term of project on fact checking, workflow and solution planning

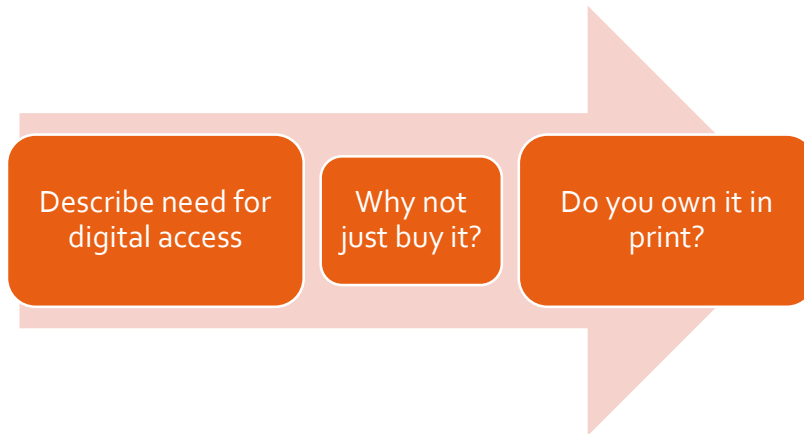
Both workshops will take place at Jisc, Brettenham House, London.

More detail about the use cases

The use cases we intend to develop during the project will focus on identifying the reasons librarians have for wishing to access books in digital formats as well as which types of book titles they might prioritise. We need to test the proportion of titles with different rights statuses that libraries are likely to want to have access to in a digital format. These include the ages and copyright status of them (in the public domain, where rights holders are known or if it is an 'orphan work') and the sort of uses the library would require such as: the number of concurrent users, whether for a limited time or in perpetuity, for only their UK-based patrons, or to include remote access. There are also likely to be other uses some libraries may wish to have, so we would like to hear what these are. It is important for us to understand the exact problems libraries face with the supply of book content at the present time.

The titles selected should be ones librarians would like to have access to in a digital format, if the process was less complicated than it is at present. ***Crucially, we need to know how the need has arisen, because there is a wide range of content available to purchase in digital formats already.*** For example, it may be to free some physical space; or for the purposes of preservation and archiving; or to satisfy a request from an academic for a course reading list; or for research, or various other reasons.

Briefly, these are the things we'd like you to describe during the course of the project:



Describing the need would include how the need has arisen (or you anticipate will arise in future) and what the uses are you think you would require for the content. What prevents you from simply purchasing a digital copy? This might include the availability, a lack of budget or the perceived value for money. If the title isn't available, we would like to know what searches you carry out or which suppliers you consult before deciding it cannot be purchased. Finally, it would be useful to know if this is content new to the collection or if you either have a print copy now, or can show you did have one but it's been lost or destroyed.

What Jisc will provide

As part of this phase, Jisc will provide:

- i. Grant of £6,000 to cover staff costs and expenses (including travel) for two members of staff to participate in the evidence gathering activities
- ii. An initial introduction webinar to introduce the project and the scope of this phase
- iii. Two face to face workshops (11.00-15.00) on the project's scope and workflow planning
- iv. One workflow planning webinar of up to 2 hours to investigate scenarios raised by the data supplied by institutions
- v. Access to appropriate databases and agencies to fact check the status of titles provided by organisations

Deliverables and Timetable

The work under this grant should commence in February and will be completed by **June-July 2016**

Deliverables:

- i. Delivery of a list of 50-200 titles from your institution's collections demonstrating a variety of access issues, no later than 12 February 2016. Preferred format is an excel spreadsheet. Local variations on delivery model may be agreed with the Jisc project manager no later than 5 February.
- ii. Attend Webinar 1 setting out scope and obligations for the project - 8th February
- iii. Attend and participate in Workshop 1 to examine and discuss the use cases - 25th February
- iv. Attend Webinar 2 on proposed workflows and solutions (see above for further explanation final date TBC but likely to be late April)
- v. Attend Workshop 2 to test suggested solutions and workflows and give feedback on proposed pilot tests (see above for further explanation. Final date TBC but likely to be May)

Eligibility

This CFP is aimed at institutions in the HE sector who would like better, digital access to books. We seek a range of different HEIs: both large and small, focussed on research or learning and teaching, those with a broad discipline range and with a specialist approach, with a range of different student demographics. None are excluded, but we shall seek to include as wide a range as possible in the final selection so as to try to reflect the variation in HEIs across the UK. This may mean we have to choose between HEIs with similar aims.

Each institution must:

- a) Supply two staff members to participate: one with a strategic role to inform our thinking about future needs, and one with experience of the day-to-day issues arising in accessing digital content at the present time.
- b) Illustrate institutional commitment to converting to digital access across a range of different types of book content.

Jisc Management of the Project

This project will be overseen by Vivien Ward (vivien.ward@jisc.ac.uk)

Jisc Terms and Conditions

Jisc's Terms and Conditions apply to all agreements between Jisc and other organisations and individuals unless otherwise stated. A copy of the Terms and Conditions of Grant are attached.

Procedure for Grant Selection

1. Applications should be sent to Vivien Ward (vivien.ward@jisc.ac.uk) by 5pm UK time on Friday, 8th January 2016. **Applications received after the deadline will not be accepted.** It is the responsibility of the applicant to ensure that the application has arrived by the deadline stipulated. **There will be no appeals process for late applications.**
2. Your application must use the template in Appendix A. No additional documentation will be accepted.
3. **Applications (Appendix A) should be no longer than 3 single sides of A4 pages** and should be typeset in Corbel, Arial or similar font at a minimum of 11-point size. **Any applications that exceed the 3 page limit will be rejected prior to the evaluation stage. NO additional appendices or documents should be attached to the application unless specifically requested in the application.**
4. An electronic copy of the application should be sent in PDF format by the deadline. This is an electronic-only submission process, therefore all documentation (including the cover sheet and any confidential annexes) must be submitted in PDF format, as a single file and in a zipped folder if the size of the file exceeds 10 Mb (note: any files exceeding 10 Mb are likely to be returned by the mail server).

Selection Criteria and Weightings

The criteria used to evaluate the applications are detailed below:

Criteria	Weighting
Provide an overview of the types of issues and market failures your organisation encounters when accessing digital books	40%
Commitment to supply by 5 th February at the latest, a list of 50- 200 titles to Jisc articulating access issues and the uses that would be required for the books if available	40%
Supply two members of your organisation to participate in the training pilot	20%

- Jisc expects to fund up to 10 institutions to participate in this project, representative of the different types of HEI.
- Grants will be awarded to the most eligible institutions, taking account of the criteria listed above.
- It is expected that applicants will be notified of the outcome of this call for participation by 15th January 2016 and that award contracts will be signed by 29 January 2016. The successful applicants will be expected to start work soon after that.

Payment

Jisc is awarding a fixed grant of £6,000 per institution.

Further Information

Further background information can be found at:

National monograph strategy roadmap

<https://www.jisc.ac.uk/reports/a-national-monograph-strategy-roadmap>

Contact us

Should you have any queries about the detail of the application form please contact Vivien Ward (vivien.ward@jisc.ac.uk).

Jisc

Date 23 November 2015