

Plan Overview

A Data Management Plan created using DMPTool-Stage

Title: The Digital Collection of Nepalese Journal Articles

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The Digital Collection of Nepalese Journal Articles

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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 contibutions 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.

Following is the inforamtion 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 used to create this Collection.
5. The Tribhuvan University Central Library, Information Technology Section will be the office to create the Collection.

The file will be in pdf 1368 x 768 resolution.

Follwoing is the procedure for quality assurance:

Each pdf file will be checked for its quality assuerece 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 articel 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.

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.

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.

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

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

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

Question not answered.
