

Draft Report Schedule

“Preservation, Trust and Continuing Access for e-Journals” - DPC Technology Watch Report

1. Introduction

This Schedule outlines the contents and context of a report which will form part of the DPC’s Technology Watch Report series and which will discuss the thematic topic of preservation, trust and continuing access for e-journals. The purpose of this document is to frame the contents of the report and in this way act as a project initiation document. The resulting report should conform to the relevant sections of the DPC Notes for Authors Reviewers and Editors (version 1.0) supplied to the author.

As a general guide, the purpose of the Technology Watch Report series is to provide thematic authoritative support and foresight to those engaged with digital preservation or having to tackle digital preservation problems for the first time. To ensure this the report should:

- Be informed, current, concise and balanced.
- Lower the barriers to participation in digital preservation by being written in an informative but accessible style for a wide audience.
- Be derived from the needs of the membership and deliver benefit to members. Both report topics and draft report outlines will be discussed and agreed with DPC members
- Be consistent with the mission of the Coalition by being vendor independent and sharing knowledge and best practices with the membership.
- Be of utility to non-members.
- Have explicit quality criteria as set out in the DPC Notes for Authors and the schedule below.

2. Scope of this report

This report will provide a guide to current developments, practical and emerging issues which organisations are facing in the area of preservation, trust and continuing access for e-journals and in addition generic lessons on issues of outsourcing and trust learnt in this field of interest to a wider community. Chapters and contents will be as follows:

Executive Summary: A one page précis of the report, including a succinct statement of why the topic should be considered at this time and concise recommendations. The scope of the report will be clearly defined and any major exclusions made explicit.

Abstract: The report will open with a description of the intended audience and key message of the report that can be used for resource discovery and publicity. The key message will be not more than one hundred words.

Introduction: The report will provide basic background information to the subject of continuing access, trust and preservation for e-journals. A brief historical introduction to the field will be included to introduce the ‘problem’, the key players who have contributed to emerging solutions. Efforts will be made in this section to introduce key terminology, to define terms that might be ambiguous and to introduce acronyms which will be used later in the report.

Issues: The report will concentrate on issues described below, but reference will be made to current areas and gaps in policy development. Issues will include:

- Economic considerations – e.g. e-only, print rationalization.
- Publisher licensing.
- Role of consortia.
- Legal deposit (UK with reference to international).

- Open-access repositories.
- Outsourcing and collaboration.

Standards: The report will include description of specific technical standards that are relevant to preserving e-journals. Standards will include:

- PDF and PDF/A.
- XML and NLM DTD.
- Persistent identifiers (and services).

Services: The report will provide a concise overview of the main preservation and continuing access services for e-journals. The report should consider, in particular, the following:

- LOCKSS.
- CLOCKSS.
- Portico.
- E-Depot.
- British Library and UK copyright libraries.
- Consortial hosting (e.g. JISC).
- Keepers Registry.

Where appropriate the report may adopt an FAQ approach to these and other common questions.

Use Cases: The report will be illustrated with different use cases for continuing access or preservation of e-journals that may arise for DPC member libraries and how different services provide for them. Use cases will include:

- Library cancels subscription to journal.
- E-journal or past issue no longer available from publisher.
- Publisher ceases operation.
- Catastrophic failure of publisher's operations/servers.

Trust: E-journals have been one of the few areas of digital preservation where issues of outsourcing and trust in outsourced or collaborative provision have been addressed over a period of years. The report will consider lessons learnt that may be relevant to the wider digital preservation community including:

- Service levels for outsourcing/collaborative services (scope, scale, currency, consistency, access triggers).
- Lessons from repository certification.

Conclusions: a reasoned assessment of the state of play as regards continuing access, trust and preservation of e-journals, evaluating current and potential trends.

Recommended Actions: The report will conclude with recommended actions for the digital preservation community, and a clear indication of the agencies or individuals that are required to take up these actions. The recommended actions will be re-iterated in the Executive Summary.

Glossary: A list of non-standard acronyms, abbreviations, and vocabulary should be included. Care should be taken in the text to clarify technical terms which may be ambiguous. Jargon should be avoided as is the use of common vocabulary in non-standard ways.

Further Reading: The report should include an annotated bibliography of useful resources and publications for readers who require more detail or who require advice on topics tangential to the main thrust of the report.

References: Bibliographic references should be presented in Harvard format. See the DPC Notes for Authors for more guidance.

Appendices: appendices may be included if required, such as lists of service providers or sources of additional advice.

3. Deliverables from this Report

The report will be at least 20 pages and no more than 40 pages long, including all appendices and bibliography and title page; A4, 10pt, equivalent comprising approximately between 10,000-15,000 words plus references, a glossary of terms and acronyms, and any appendices.

The Report will be subject to editorial and anonymous peer review by the DPC. The Report should be of publishable quality with all tables, diagrams and text delivered in digital format. Detailed advice on style and presentation are provided in ‘DPC Notes for Authors Reviewers and Editors’.

The report should contain material of substance, which is not merely a compilation of available materials. The contents should be of relevance to the activities of the DPC, of scientific and or technical merit, and timely. It should not contain unwarranted assertions. Any assertions about technology developments or impacts should be based on evidence, independent analyses or sound reasoning.

4. General Template

The report should conform to the structure of existing DPC Technology Watch Report Microsoft Word Template supplied by Charles Beagrie.

5. Timetable

The provisional timetable for Charles Beagrie Ltd (Daphne Charles and/or Neil Beagrie) and the DPC (William Kilbride) is as follows:

Start Week/Month	Task
31 January	DPC Workshop presentation
24 February	Prepare first draft in report template (within 2 months – Author)
6 April	QA of first draft (one week – DC) Alert peer reviewers and update when first draft arrives (one week – WK)
13 April	Peer review comments (two-four weeks - Reviewers) Alert Copy Editor (one week – WK)
11 May	Assemble and agree peer review comments (one week – WK) Communicate review comments to author (NB)
18 May	Implement and respond to review comments (Author) Submit second draft (Author)
1 June	QA second draft (two weeks – DC) Send second draft to peer reviewers as a courtesy (WK)
15 June	Copy edit (two weeks – Copy editor)
29 June	Production of final report (one day – WK) Pre-release of report for DPC members (one month)
1 Sept	Public release and publicity (WK/NB)