

<p>Host and Project Title</p>	 <p>Making Music Last: Preservation Planning for 'Music at MIT' Digital Audio Content</p>
<p>Project Summary</p>	<p>Music is the second most popular minor at MIT and "Making Music Last" NDSR project is an ideal next step at MIT Libraries for an ongoing project to inventory, digitize, preserve, and make available the treasured audio documentation of Music at MIT. The Digital Audio working group in the Libraries has been working on the first phase of workflow definition and implementation for managing audio content. The NDSR project would advance the Libraries objective to document our current practice and devise an optimal workflow for audio that will be adaptable to any kind of digital content. As the digital audio project shifts from a planning and design phase to an implementation and improvement phase, the NDSR resident will be responsible for and actively engaged in core phases of that process. By the end of the project, the NDSR resident at MIT Libraries will have:</p> <ul style="list-style-type: none"> • Acquired a deeper understanding of life cycle management activities for digital content • Gained hands-on experience managing digital audio content using standards-based practice • Been a contributing member of the digital audio working group, working with team members and others in key roles across the life cycle at the Libraries in completing the project • Contributed to the iterative development, enhancement, and use of a standards-based workflow • Conducted a gap analysis of workflow documentation for managing digital audio content • Identified potential implications of applying the workflow for digital audio to video or any content • Acquired experience with core components of ongoing preservation planning for digital content, the project will also be very beneficial to MIT Libraries in making measurable progress in managing digital audio content. The project deliverables and other results will be of immediate use for improving the preservation of and access to digital audio content as well as informing the life cycle management of other digital content more generally.
<p>Goals</p>	<p>The NDSR resident for the Making Music project will work independently and with the Music at MIT Digital Audio working group to:</p> <ul style="list-style-type: none"> • Complete a gap analysis of workflow documentation for managing digital audio content then: • Test and enhance the life cycle workflow documentation for digital audio content • contribute to an ongoing PREMIS gap analysis of existing versus required preservation metadata • review and recommend preservation formats, preservation metadata, packaging for digital audio • use batches of audio content to verify and enhance the workflows and

	<p>supporting documentation</p> <ul style="list-style-type: none"> • develop discussion documents, procedures, and operational rules to fill gaps in the workflows • work with Music Library staff to prioritize discovery and use preferences of the users • explore and recommend discovery and dissemination options for digital audio content • devise a workable plan for implementing the selected dissemination option • complete a targeted project to test and/or demonstrate the implementation of the plan using the resources of the Digital Sustainability Lab at the Libraries • consider the implications of extending the workflows to apply to video or any content • contribute to evidence that demonstrates compliance with relevant TRAC standards • collaborate with interested area institutions, sharing results and findings • develop a poster presentation of the project's results for internal and external presentations • document (blog?) the project throughout the process to share updates and progress
<p>Timeframe & Deliverables</p>	<p>This outline reflects the overall sequence of activities and outcomes:</p> <p>Sep 2014: Orientation to project and definition of development plan</p> <p>Sep 2014: Conduct gap analysis of workflow documentation for digital audio content *</p> <p>Oct 2014: Determine priorities for gaps and work on filling gaps in workflow documentation *</p> <p>Nov 2014: Run batches of content through workflow, document results, identify improvements *</p> <p>Dec 2014: Identify and offer solutions for workflow bottlenecks and problem areas *</p> <p>Jan 2015: Identify discovery and use options informed by user requirements</p> <p>Feb 2015: Develop plan for implementing selected dissemination option and map out prototype *</p> <p>Mar 2015: Determine implications of extending workflow to video and possibly other content types *</p> <p>Apr 2015: Formalize recommendations for preservation metadata, formats, and object packaging</p> <p>May 2015: Prepare and present final results</p> <p>* Indicates activities that continue once begun during the residency</p>
<p>Required Resources</p>	<p>Music at MIT Digital Audio Working Group:</p> <ul style="list-style-type: none"> - Nancy McGovern, Head, Curation and Preservation Services (CPS) and Mentor for resident - Thomas Rosko, Head, Institute Archives and Special Collections (IASC) - Liz Andrews, Associate Director for Collections, IASC - Kari Smith, Digital Archivist, IASC - Mikki Macdonald, Metadata Archivist

	<ul style="list-style-type: none"> - Peter Munstedt, Music Librarian and project manager - Ann Marie Willer, Preservation Librarian and digital audio specialist, CPS - Cate Gallivan, Music at MIT project librarian <p>Equipment (software and hardware) in the Digital Sustainability Lab e.g., FRED machine, BitCurator instance, Archivemata instance</p> <p>Workstation with production tools for project (workflow documentation tools, access to project wiki)</p> <p>Access to MIT's Music faculty</p> <p>Opportunities to engage with audio project teams at area institutions</p>
Context	<p>The Making Music project is ideally timed to extend the work of the Music at MIT Digital Audio Working Group at MIT Libraries. This is an opportunity to influence and implement a optimal workflow (human decisions into computer-aided action) for a digital content type that is present in many digital collections and still presents near-term and long-term challenges. The Music Library has a very active and productive relationship with the Music faculty at MIT, providing an opportunity to work directly with interested users in determining and testing options for discovery and use. The digital audio project is a core project within the digital content management initiative, a strategic priority at MIT Libraries. There is increasing support for the organizational, technological, and resources to enable effective and sustainable digital content management.</p>
Required Knowledge and Skills for Resident	<p>M.A. in library, archives, museum, information studies or equivalent</p> <p>General Knowledge</p> <ul style="list-style-type: none"> - demonstrated interest in the management of digital collections within institutional setting <p>Specialized Knowledge or Experience</p> <ul style="list-style-type: none"> - familiarity with digital curation and preservation principles and practice - ability to conduct background research and synthesize results - demonstrated strength in oral and written communication <p>Technical Experience</p> <ul style="list-style-type: none"> - comfortable with using new and familiar tools for digital preservation and curation
Preferred Knowledge or Experience	<p>These skills are preferred, but not required:</p> <ul style="list-style-type: none"> - familiarity and some experience with digital curation and preservation standards and practice - familiarity with audio content in analog and digital formats - experience with installing, configuring, and using software