

DIGITAL CONTENT MANAGEMENT PLAN FOR [INSTITUTION, DEPARTMENT, AND/OR COLLECTION]

[DATE]

Prepared by:
[Name, Institution, Contact Information]

SECTION 1: PROGRAM OVERVIEW	MODULE: MANAGE
<ul style="list-style-type: none"> A. Introductory description of program or collection(s) B. Organization or program mission statement C. User groups D. Team 	<p><i>Include a brief description of the program/collection, a description of how the program/collection serves the institution's larger mission, identification of user groups, and names/contact information for team members and collaborators responsible for the collection.</i></p>
SECTION 2: SELECTION, ACQUISITION & MAINTENANCE	MODULES: IDENTIFY & SELECT
<ul style="list-style-type: none"> A. Scope of collection(s) B. Selection process C. Content types & formats D. Deselection guidelines & processes E. Rights management 	<p><i>Briefly describe the scope of the collection (can be as broad or specific as needed), the established selection criteria and selection process (by committee, institutional mandate, etc.), any guidelines or processes for deselection if applicable (e.g., retention schedules), and rights management/legal restrictions impacting materials in the collection.</i></p>
SECTION 3: METADATA	
<ul style="list-style-type: none"> A. Descriptive metadata B. Administrative metadata C. Preservation metadata 	<p><i>Metadata is beyond the scope of this 3-hour workshop. However, metadata schemas and standards used to describe, manage, and preserve collections are important to address in planning documentation.</i></p>
SECTION 4: PRESERVATION	MODULES: STORE & PROTECT
<ul style="list-style-type: none"> A. Description of preservation system/repository/strategy B. Succession plan C. Disaster plan 	<p><i>Describe your preservation repository or strategy – multiple copies in multiple locations, network membership, cloud services, vendor-provided repository, open-source/in-house system, etc. Discuss preferred file formats for preservation and file validation/security measures. Succession planning and disaster planning efforts may be addressed here as well.</i></p>
SECTION 5: PRESENTATION AND ACCESS	MODULE: PROVIDE
<ul style="list-style-type: none"> A. Access policies (by collection/user group) B. Access system C. Discovery 	<p><i>Document access policies for content and user types. Describe your access system – how do users get to your content? Is your content accessible online? Or is it inaccessible and stored within a dark archive? Are there legal restrictions impacting the accessibility of certain materials? How are users able to find, search, and browse the collections?</i></p>
SECTION 6: PLANNING AND ASSESSMENT	MODULE: MANAGE
<ul style="list-style-type: none"> A. Strategic planning schedule B. Policy review schedule C. Inventory schedule D. Program assessment parameters & schedule 	<p><i>Your plan is a living document that will grow and change over time. Determine and document timeframes for strategic planning, reviewing policies, and conducting inventories (once every 2 years? 5 years? 10 years?). Outline basic parameters for assessing your program on a regular basis, as well as any auditing tools or services that might be utilized in program evaluation.</i></p>
APPENDICES	<p><i>Appendices may include service/collaboration agreements, an organization chart, inventory/selection documents, rights documentation/submission agreements, or system documentation for your preservation/access repositories.</i></p>