



April 15, 2008

Rachel Frick, Senior Program Officer  
Institute of Museum and Library Services (IMLS)  
1100 Pennsylvania Ave., NW  
Room 224  
Washington, DC 20506

Dear Rachel Frick:

Attached please find the first 6-month performance report for the "NJVid" project, award number LG-05-07-0167-07.

Regards,

A handwritten signature in cursive script that reads "Sandra L. Miller".

Sandra L. Miller, Ed.D.  
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## Organization

The formulation of a network of working groups and committees comprised of faculty and staff under the employ of diverse institutions throughout New Jersey has supplied the NJVid project an organizational infrastructure. The Working Groups and Committees have begun to meet either face-to-face or via telephone or Web conferencing to settle outstanding issues of standards, workflow, technological infrastructure and specifications, logistics, and collection preparation and prioritization, and to begin the hands-on work of developing the NJVid resource.

After a successful search, a Project Coordinator was hired and began on March 24<sup>th</sup>, 2008 to provide project management assistance and synchronization of all aspects of NJVid. The search for two computer programmers to be hired by NJEDge.Net for backend NJVid systems and applications technologies, respectively, continues. The applications programmer will initially be housed at Rutgers University to aid in the implementation of Shibboleth development and the transfer of the Fedora Repository to NJEDge.Net. The systems programmer will remain at NJEDge.Net. The student interns at Rutgers University will be hired to digitize videos for upload to NJVid as the NJVid Commons commences.

- *NJVid Advisory Board*

The Advisory Board meets annually and consists of 13 representatives from libraries, universities and colleges, non-profit organizations and museums throughout New Jersey that advise the NJVid project members on all aspects of NJVid's development. The first meeting of the Advisory Board will take place on April 28, 2008.

- *NJVid Alpha Implementers*

Consisting of 30 representatives, the alpha implementers represent ten institutions throughout New Jersey who have volunteered to participate in the NJVid project to help develop the resource in exchange for offering their institutions' video collections through NJVid. Their first meeting took place on March 7, 2008.

- *NJVid Project Team (Steering Committee)*

The Project Team meets monthly to share updates and discuss project development. The Project Team meets to ensure continuing project development is occurring, to point development in the right direction and to establish expectations and timetables for future

progress to be made. The project team consists of faculty and staff from William Paterson and Rutgers Universities and NJEDge.Net, the three main partners, and the evaluation Consultant, Judy Jeng from New Jersey City University

- *NJVid Working Groups*

NJVid Workgroups were created at the first Alpha Implementers' meeting. Workgroup descriptions had been developed and sent out prior to the meeting. From these, the Alpha Implementers chose the particular workgroups they wanted to work on and the Chairs for each group.

The working groups began to convene in April 2008 to discuss outstanding issues of standards, workflow, technical specifications and collection preparation and prioritization. They are also working on customizing user interfaces and the NJVid Website on the front-end, selecting videos from their collections for upload to NJVid, and digital production and upload training issues.

Nine such groups have been created:

**Commercially Licensed Video Collections** – The purpose of this workgroup is to collaborate with the VALE Digital Media Committee to identify content, to participate in using said content through NJVid and participate in NJVid assessments of this collection's usage. Develop guidelines and standards for the selection of this type of collection.

**Locally-Owned Content Collections** – The purpose of this workgroup is to identify locally-owned content that is free of copyright restriction, to participate in using said content through NJVid and participate in NJVid assessments of this collection's usage. Develop guidelines and standards for the selection of this type of collection.

**Lectures-on-Demand Collections** – The purpose of this workgroup is to help their faculty develop local lectures-on-demand, to participate in using said content through NJVid and participate in NJVid assessments of this collection's usage. Develop guidelines and standards for the selection of this type of collection.

**Web Workgroup** – Develop and maintain the web portal for NJVid. Develop guidelines and standards for the Portal entrance. Collaborate with the other workgroups, the Advisory Board, and the NJVid Project Team to ensure accuracy and timeliness of content provided.

**Intellectual Property and Copyright** – Develop policy and procedures for ensuring intellectual property and copyright protection. Serve as the Advisory Workgroup for the three collections' workgroups concerning intellectual property and copyright.

**Digital Video Production and Upload Training** – The purpose of this workgroup is to develop guidelines and standards for capturing and uploading educational video content to NJVid. Serve as train-the-trainer for the other collections’ workgroups who will then train their local faculty and staff. Collaborate with the other workgroups, the Advisory Board, and the NJVid Project Team to ensure accuracy and timeliness of training provided.

**Authentication and Authorization** – Develop standards and guidelines for authentication and authorization in collaboration with the Alpha Implementers, NJVid Project Team, and the Advisory Board.

**Outreach and Marketing** – Create and develop marketing materials following established guidelines. Oversee dissemination and publication through appropriate channels. Collaborate with the other workgroups, the Advisory Board, and the NJVid Project Team to ensure accuracy and timeliness of content provided.

**Sustainability** – Develop a business plan in conjunction with WPU College of Business, Advisory Board and the NJVid Project Team to ensure the continuation of the NJVid Repository after the grant ends.

## **Activities**

- *NJVid Project Team*

The NJVid kick-off meeting took place face-to-face at William Paterson University on October 29<sup>th</sup>, 2007. The Project Team has been meeting monthly ever since. In addition, a sub-committee, the Tech Implementers group, met on January 10<sup>th</sup>, 2008 to discuss video storage acquisition for NJVid. At this meeting, it was decided to wait until mid-year for Sun’s release of both of their new Thumper configurations to be available and installed. There are significant enhancements coming to the Thumper this summer that are worth waiting for. The final version of Fedora that will be shared with NJEDge.Net will be installed at the end of summer, and the project will start small in terms of files to be stored.

Another sub-committee of the Project Team has met twice to discuss the specific meeting agendas for the Alpha Implementers’ Meeting held last March 7<sup>th</sup>, and the upcoming Advisory Board Meeting on April 28<sup>th</sup>, 2008. William Paterson University’s Provost, Ed Weil, has been invited to welcome the Advisory Board who is coming in from all parts of New Jersey as well as out-of-state.

- *NJVID Website*

The Website was created and launched in March 2008, and is located at <http://www.njvid.org>. Robert Harris took the lead in website development. The Website working group will work to improve the functionality, navigability and overall appeal of the site. Multiple domain names have been secured for NJVID, each pointing to the same Website. In addition to the main NJVID URL, the following have been secured and currently point to the NJVID Website:

- <http://www.njvid.org>
- <http://njvid.org>
- <http://njvid.net>
- <http://www.njvid.tv>
- <http://njvid.tv>
- <http://www.njvid.com>
- <http://njvid.com>

A calendar has been built into the site to announce important dates for NJVID-related events, and a blog and wiki have been created. They are currently located at <http://www.njedge.net/njvid/> and <http://www.njedge.net/njvid/wiki/tiki-index.php>, respectively. A Really Simple Syndication (RSS) feed was built into the blog on March 28, 2008.

- *Collections Survey*

In January, 2008, a 44-question survey was administered to the NJVID alpha implementers to ascertain their usage preferences, collection holdings and technological capabilities for accessing NJVID from their home institutions. From this, an eleven-page survey results document was written and presented to the alpha implementers on March 7<sup>th</sup>, 2008. The report helped to direct our roll-out of the different collections in addition to assisting the NJVID Project Team to determine the technological and workflow needs and preferences of the alpha implementers. The survey clarified that the Locally-Owned Content Collection was the first priority, followed by Commercial Video and Lectures-on-Demand in that order. The survey results report has been placed on the NJVID Website for continued reference.

- *Technology Infrastructure Already in Place*

- A Matrox digitizing unit was acquired and placed at Rutgers University for digitizing multiple video formats including Beta SP and U-Matic SP (3/4" tape)
- An existing user interface called the Workflow Management System for attaching metadata to digital files at Rutgers that will be customized for NJVID's purposes

- *Technology infrastructure To be Acquired and Installed*
  - Servers and storage for the NJEdge.Net core repository will be purchased in mid-year. We are waiting on Sun's release of their new Thumper configurations. In the meantime, we will consult with Penn State University to ascertain their input on this technology.
  - A similar Fedora Repository architecture currently residing on Rutgers University servers will be transported to NJEdge.Net at the end of summer. We are waiting on the release of Fedora 3.0. Development in Fedora continues with Ron Jantz taking the lead.
  - Shibboleth authentication software was selected as the tool used to authenticate and authorize users to access copyright-protected content on NJVid. We are waiting on the programmer's arrival to begin actual development. In the meantime, we are collecting scenarios of authentication and authorization usage from our Alpha Implementers to help us design the best model.
  
- *Outreach & Marketing*

NJVid presentations have already been made at a variety of meetings and conferences:

November 1<sup>st</sup>, 2007 - NJEdge.Net Conference, Plainsboro, NJ, Sandra Miller and Grace Agnew

November 16<sup>th</sup>, 2007 – Presented to William Paterson University Librarian Staff, Wayne, NJ – Sandra Miller

November 26<sup>th</sup>, 2007 – Presented to VALE Steering Committee, Middlesex County College – Sandra Miller

December 6<sup>th</sup>, 2007 – Presented to EATF Committee, Montclair State University – Sandra Miller

February 10<sup>th</sup>, 2008 – Presented to Net@edu, StateNets, Tempe, AZ – George Laskaris and Grace Agnew

- *NJVid Development Timeline*

The timeline for NJVid's development as presented in the NJVid grant proposal was updated in early April 2008 and will be published to the NJVid Website soon. Some basic mile markers on the timeline to be noted are the first collection roll-out summer, 2008, of locally-owned videos, the commercial video collections roll-out slated for February, 2009, and the lectures-on-demand collections roll-out scheduled for summer, 2009. Shibboleth development continues to have a big impact on the roll-out for the second two collections.

## **Performance Summary**

This reporting period finds the project on budget. The schedule has been slightly revised to accommodate the issues of continuing the search for programmers and delay of hardware purchases to ensure the best acquisition for the core repository.