Consortium on Digital Resources for Teaching and Research
Announcement and Invitation for Applications

The Council of Independent Colleges (CIC) invites applications from member institutions to participate in a CIC Consortium that is a media management demonstration project intended to enhance the institutions’ capacity to store, manage, preserve, and use digital images, documents, and audio and video files in research and in the classroom. Funded by the Andrew W. Mellon Foundation, approximately 48 colleges will participate in this new CIC program for four years beginning in summer 2015. Teams consisting of a librarian and a faculty or staff member will work closely with the staff of CIC and Shared Shelf, a service provided by Artstor, to organize, preserve, and potentially share media collections within the Consortium and possibly beyond to Shared Shelf Commons, the Digital Public Library of America, and the wider digital universe.

Many faculty and staff members at CIC colleges and universities have personal or institutional collections of materials.

- For example, a faculty member who spent a Fulbright year in Romania returned to campus with photographs of relics, notes, and original artwork from her year abroad but had no means or time to organize, store, or preserve these collections, much less make them known to others.

- Another faculty member has a collection of photographs, local newspaper clippings, and memorabilia of the Civil Rights era that could easily be used by faculty members at other institutions—if it were available. At present, no one else can see or use these collections, as valuable as they could be for teaching or research with students.

- A public relations officer wants to save and manage images of student and faculty achievements through the years or an athletic department wants to preserve and organize photographs of teams, athletes, coaches, and league-winning game footage.

- Academic departments that conduct research with students may want to manage data sets that can be reused or supplemented over time.

CIC will fully subsidize access to Shared Shelf for two full years, provide half of the Shared Shelf fee for two additional years, and make available careful attention and time by CIC and Shared Shelf staff to assist in the administration of this project. As the Online Computer Library Center’s vice president and chief strategist Lorcan Dempsey has suggested, “One clear future for libraries is the building of collections from the inside-out, after years of collection building from the outside-in.”
Many CIC institutions already have a commitment to Artstor, a nonprofit organization created in 2001 by The Andrew W. Mellon Foundation that provides a mix of fee-based and free services to the educational community. Artstor is known best for its large and growing Artstor digital library of over 1.8 million high resolution images from hundreds of museums and art galleries. Shared Shelf grew out of Artstor’s close working relationships with staff at colleges and universities that support faculty members’ uses of images in their teaching and research, primarily in art history. Libraries, departments, and faculty members in many different disciplines have their own collections of images, documents, and audio, and video files that often are used along with content from Artstor. Shared Shelf gives faculty and staff members and librarians the opportunity to create, manage, and use these unique collections in their own teaching, research, or service to the institution or to share them with colleagues on campus, with other colleges in the Consortium, or with the world through the Digital Public Library of America.

**Goals**

The project has three goals: 1) to improve teaching and learning at independent colleges and universities; 2) to allow faculty members at small institutions to collaborate in both scholarship and teaching in use of their collections of teaching and research resources; and 3) to make the management and use of digital images in research, instruction, and administration more cost-effective.

**Benefits of Participation**

Institutions selected for participation in the Consortium will receive the following benefits:

- **A single source for the consolidation, management, and curation of collections of images and other digital assets.** Institutions will not need special software or servers on campus. Because Shared Shelf collections are cloud based, staff time and other institutional resources will be minimal. Shared Shelf also is easy to use and to integrate with campus learning management systems.

- **Enhanced teaching and research opportunities.** Institutions will enrich their capacity for research and teaching with valuable collections that are often not readily available for use. Institutions can choose how and when to share these collections, and new collaborations across institutions will emerge as these collections are shared. Sharing digital collections now is often difficult because institutions have incompatible mixes of software and data structures and because faculty and staff are uncertain about intellectual property law.

- **Expert guidance.** Institutions will have the expert support of CIC and Shared Shelf staff and each team will work closely with Shared Shelf staff in the development of the collections. Shared Shelf has rich experience working with various types of collections and levels of expertise on college campuses.

- **Opportunities to collaborate with peers from similar institutions.** All participating teams will meet together once every fall for three years to share ideas, collections, research projects, and teaching strategies. Participating institutions also will be part of an online community that will facilitate communication among participants and with CIC and Shared Shelf staff.

- **Subsidized subscriptions to Shared Shelf.** Each institution will have fully subsidized access to Shared Shelf for the first two years of this project. Access will be subsidized at half cost during
the third and fourth years. Four years should give institutions ample time to learn how best to use and budget for media management.

Expectations of Participation:

If selected, the institution will agree to:

- Sustain participation in the Consortium for four years;
- Send a team to participate in the annual fall workshop for three years.
- Share ideas with other Consortium participants for the use of media collections in teaching, scholarship, research with students, and administrative applications;
- Assess the effectiveness of the project in meeting institutional and Consortial goals;
- Prepare written interim and final reports;
- Participate in webinars, conference calls, and other activities to share information;
- Permit inclusion of information about the project in publications about best practices; and
- Identify funded activities as supported by CIC and the Andrew W. Mellon Foundation.

Eligibility:

To be eligible for participation, applicants must be Institutional Members of CIC and remain members in good standing for the duration of the project. Applications are welcome from institutions that have experience with Artstor as well as those with relatively limited online collection management experience.

Selection Criteria:

The selection committee will use the following criteria to review applications:

- Does the application address a clearly defined rationale for being part of the Consortium?
- Does the proposal identify one or more collections of value for the institution and potentially of value to other institutions?
- Is the proposed project feasible?
- Do the collections show promise of enhancing teaching, scholarship, and/or service to the institution?
- Does the application provide evidence that the team will conduct the project effectively and work well with others in the Consortium?
- Is there evidence that the team will be able to demonstrate use of media collections to others on campus?
- Does the application include a feasible assessment plan to evaluate the effectiveness of the project in achieving institutional and Consortial goals?
- Is there evidence of a sustainable partnership between the librarian and faculty or staff member?
- Is there evidence that participation in the Consortium will strengthen educational quality and cost-effectiveness?
- Does the application provide evidence that the project will be sustained beyond the period of the grant?
**Consortium Timeline:**

February 5, 2015  Informational webinar is offered.
February 19, 2015 Informational webinar is offered.
March 19, 2015  Informational webinar is offered.
March 30, 2015  Applications are due.
June 2015  Institutions are selected for participation in the Consortium. Artstor staff will initiate planning with participating colleges.
Summer 2015  Artstor staff will provide training webinars and phone consultations with each institution.
September 10-12, 2015  First workshop will be held in Washington, DC.
Spring 2016  Sessions are incorporated into CIC’s Workshops for Department and Division Chairs.
June 2016  First progress reports are due from each institution.
Fall 2016  Second workshop will be held with institutional teams.
Spring 2017  Sessions on Consortium projects will be included in CIC’s Workshops for Department and Division Chairs and Workshops on Information Fluency in the Disciplines.
June 2017  Second progress reports will be due from institutions.
Fall 2017  Third workshop will be held with institutional teams.
November 2017  Sessions on Consortium workshops will be included in CIC’s Institute for Chief Academic Officers and Workshops on Information Fluency in the Disciplines.
January 2018  Sessions on Consortium projects will be included in CIC’s Presidents Institute.
March 2018  Final reports will be due from institutions.
September 2018  Project evaluation will be completed; decision on next steps will be made.
December 2018  Final report will be printed and disseminated.

**Application Instructions:**

Each application should include the following and be submitted as a single packet:

- **Application form and team description.** Use the online application form to submit the names and contact information for the two team members from your institution. You also will be asked to upload a brief biography or curriculum vitae for each team member. Teams should consist of a librarian and a faculty or staff member.

- **Cover Letter.** The institution should include a cover letter signed by the president that indicates the institution’s support of the application and commitment to the project’s goals and expectations.

- **Proposal narrative.** Include a narrative of no more than five pages that addresses the following points:

  - **Goals:** Why is the institution interested in participation in the Consortium? How will participation enhance research, teaching and learning, or administrative functions?
- **Description of project:** With what kind of collection(s) will you work? How will it benefit the college and the Consortium?

- **Team:** Why does this team make the most sense for your institution’s goals for this project?

- **Anticipated Outcomes:** What do you hope to gain from this project? How will the collections be of use for your institution, faculty and staff members, and students? How might these collections benefit other scholars and teachers beyond your individual campus? What is unusual about this collection?

- **Evaluation:** What would success look like for this project at your institution? Who will participate in the assessment? What is the plan for assessment?

- **Supporting Documents:** You may include supplemental documents that support your proposal.

**Application Submission:**

Applications should be submitted via the CIC website at [www.cic.edu/SharedShelf](http://www.cic.edu/SharedShelf). The deadline for application is Monday, **March 30, 2015, at 5:00 p.m. EDT**.

**Questions?**

A list of “Frequently Asked Questions” about the CIC Consortium on Digital Resources for Teaching and Research is attached. Further information about the Consortium will be posted on CIC’s website at [www.cic.edu/SharedShelf](http://www.cic.edu/SharedShelf). Please contact Susan Barnes Whyte, CIC’s senior advisor for this program, at swhyte@cic.nche.edu or (202) 466-7230 with any additional questions.