

Born Digital Content Common Knowledge Group Charter

1. Summary and Scope of Work

This CKG is a standing group of experts and pioneers in the area of management of born-digital content in Special Collections and Archives. This CKG communicates with and provides support to the UC Libraries Advisory Structure but does not make systemwide policy decisions, manage projects or project teams, or oversee ongoing services. To foster innovation in digital services, the Born Digital Content CKG openly communicates, meets regularly, and encourages broad participation from all levels of staff.

The UCBDPG provides a forum for stakeholders to:

- Develop and explore guidelines, best practices, or standards, including but not limited to o Migration of legacy media o Preservation o Appraisal and digital forensics o Description and metadata o Access and discovery systems
- Centralize survey information for UC wide born digital holdings
- Create an equal knowledge base among the UC campuses on managing born digital content through meetings, group interactions, a symposium, and workshops
- Explore UC wide services to preserve born digital content
- Explore a platform for accessing born digital content online

This CKG is closely associated with the following knowledge areas:

- Preservation and archiving
- Cataloging/metadata
- Discovery
- Access
- Digital assets management
- Data curation
- Scholarly publishing
- Rights management

The following knowledge areas are not directly associated with the activity of this CKG:

- Mass digitization
- UC-wide shared collection building
- Shared acquisition
- User experience research and analysis
- Open access models and strategies

2. Key Expectations

This CKG will:

- Gather and share information about environment, project opportunities, new technologies or practices, and local campus developments within the area of born digital special collections and archives
- Receive ideas from various UC constituents, discuss them and assess potential for new Systemwide services and/or service improvements
- Conceive and advance innovative ideas, services, and/or improvements

relevant to the University of California Libraries Systemwide Plan and Priorities

- Any other responsibilities as deemed needed for managing born-digital special collections and archives in the limits of the guidelines

3. Membership and Terms of Appointment

Membership is open to all levels of staff interested in and responsible for digital materials and services. To seek membership, interested parties must contact the UCBDPG chair. The group includes archivists and digital services staff representing the 10 UC campuses as well as related ex-officio members from the California Digital Library and other representatives invited by the chair. Chair and Vice-chair positions will serve for a 1-2 year term, and will rotate among the campuses in alphabetical order based on available resources. Committed members include:

- Mary W. Elings (Berkeley)
- Kate Tasker (Berkeley)
- Julie Goldsmith (Berkeley)
- Lynne Grigsby (Berkeley)
- Daryl Morrison (Davis)
- Liz Phillips (Davis)
- Jared L. Campbell (Davis)
- Laura Uglean Jackson (Irvine)
- Kelly Spring (Irvine)
- Matthew McKinley (Irvine)
- Shu Liu (Irvine)
- Laura Smart (Irvine)
- Jillian Cuellar (Los Angeles)
- Shira Peltzman (Los Angeles)
- Emily Lin (Merced)
- Jerrold Shiroma (Merced)
- Eric Milenkiewicz (Riverside)
- Cristela Garcia-Spitz (San Diego)
- Reid Otsuji (San Diego)
- Sibyl Schaefer (San Diego)
- Polina Ilieva (San Francisco)
- Laura Olson (San Francisco)
- David Uhlich (San Francisco)
- Sal Guerena (Santa Barbara)
- Jon Jablonsky (Santa Barbara)
- David Seubert (Santa Barbara)
- Elisabeth Remak-Honnet (Santa Cruz)
- Susan Chesley Perry (Santa Cruz)
- Kate Dundon (Santa Cruz)
- Adrian Turner (CDL, ex officio)
- Stephen Abrams (CDL)

4. Communication and Meetings

This CKG's communication responsibilities are to:

- Maintain an email list for use by the CKG; CKGs with open membership

- will maintain lists open to all interested UC Libraries staff.
- Post and maintain a historical record of meeting minutes and reports, accessible to all interested UC Libraries staff.

This CKG will communicate regularly through these forums:

Via an email list: BORNDIG-L@listserv.ucop.edu

Via a wiki space at: <https://wiki.library.ucsf.edu/display/UCBornDigital/>