

**IDAAP Task List**  
**October 6, 2004**

**Digital Audio Archives Project Statement of Work – Johns Hopkins University**

Johns Hopkins University agrees to complete the following tasks as part of its participation in the Digital Audio Archives Project (DAAP) with Indiana University.

**Year 3 (October 1, 2004 – September 30, 2005):**

<b>Mos.</b>	<b>Task</b>	<b>Personnel</b>
1	Project startup/organizational issues	JHU Team, IU
2-3	Evaluate search interface	Teal Anderson
2-10	Establish JHU repository for audio content	Tim DiLauro, JHU Developer
4-5	Investigate possibility of integrating automated name author control (ANAC) into ingestion workflow	Tim Dilauro, JHU Developer
4-7	Develop solution to OCR concert program notes using Gamera or commercial OCR package	JHU Developer, IU
5-12	Develop audio segmentation software	JHU Developer
6-10	Establish workflow to transfer content from IU to JHU repository	JHU, IU
10-12	Develop web-based search interface	JHU Developer

**Year 3 (October 1, 2005 – September 30, 2006):**

<b>Mos.</b>	<b>Task</b>	<b>Personnel</b>
1-4	Continue to develop web-based search interface	JHU Developer
3	Second usability test	Teal Anderson
4-8	Document system	JHU, IU
11-12	Final assessment and report	IU, JHU

**Johns Hopkins University**

Sayed Choudhury (Principal Investigator): Associate Director for Library Digital Programs, will act as overall administrative head and liaise directly with Indiana University.

Timothy DiLauro (Co-Principal Investigator): Digital Library Architect, will act as technical lead for the project, supervising programmers at Hopkins and designing necessary software and hardware systems (including the audio repository).

Teal Anderson (Senior Personnel): Usability Specialist, will provide usability expertise and assessments of relevant interfaces, workflows, and systems.

## Digital Audio Archives Project Statement of Work – Indiana University

Indiana University agrees to complete the following tasks as part of its participation in the Digital Audio Archives Project (DAAP) with Johns Hopkins University:

### Year 3 (October 1, 2004 – September 30, 2005):

Mos.	Task	Personnel
1-3	Post and hire Audio Technician job	Konrad Strauss, Jon Dunn
1-3	Specify, order, and receive equipment for audio lab	Konrad Strauss, Jon Dunn
1-3	Develop criteria for selection of performance archive recordings to be digitized	Phil Ponella, Sue Stancu, Konrad Strauss
4	Set up audio lab in IU Cook Music Library.	Konrad Strauss, Audio Technician
4	Establish technical metadata elements to be captured	Konrad Strauss, Audio Technician, Jenn Riley
4-5	Make initial selection of recordings to be digitized	Phil Ponella, Sue Stancu, Konrad Strauss
4-5	Develop and document workflow process for audio digitization and submission of files to Variations/Variations2	Konrad Strauss, Audio Technician, Jon Dunn
4-5	Develop and document workflow process for enhancement of existing MARC records and creation of structural metadata	Sue Stancu, Jenn Riley
5-7	Develop tools for capture of technical metadata elements and processing/ingestion of audio files into Variations/Variations2	Jon Dunn, DLP Developer
7-12	Begin digitizing recordings	Audio Technician
7-12	Begin enhancing MARC records	Student Cataloging Assistant, Sue Stancu
7-12	Begin capturing structural and technical metadata	Audio Technician
8-12	Begin ingestion of recordings into Variations/Variations2	Jon Dunn, Audio Technician, DLP Developer

### Year 4 (October 1, 2005 – September 30, 2006):

Mos.	Task	Personnel
1-9	Continue digitizing recordings (total will be approximately 1800 hours from IU's School of Music performance archive)	Audio Technician
1-9	Continue selection of recordings	Phil Ponella, Sue Stancu, Konrad Strauss
1-9	Continue enhancing MARC records	Student Cataloging Assistant, Sue Stancu

1-9	Continue capturing structural and technical metadata.	Audio Technician
7-9	Test automated metadata creation tools developed by JHU	Jon Dunn, Jenn Riley, Sue Stancu
9-11	Complete any cleanup work on digitizing, metadata, and loading	Konrad Strauss, Jon Dunn, Student Cataloging Assistant, Sue Stancu
11-12	Complete final assessment and report	Jon Dunn, Konrad Strauss, others

## **Personnel**

The following existing Indiana University personnel will work directly on the project:

Jon Dunn (Co-PI, Project Director for IU), Associate Director for Technology in the Indiana University Digital Library Program, will be responsible for overall project management of the IU component of the project, including coordinating the IU participants, establishing the necessary workflows and processes, and writing reports.

Konrad Strauss (Senior Personnel), Director of Recording Arts and Associate Professor in the Indiana University School of Music, will be responsible for the audio digitization process, including hiring and supervising the Audio Technician, developing processes and workflows, and assisting in the selection of recordings to be digitized based on media characteristics.

Sue Stancu (Senior Personnel), Sound Recordings Cataloger in the William and Gayle Cook Music Library, will coordinate any work on enhancing name/title access in MARC records for the recordings digitized, including supervising the Student Cataloging Assistant.

Jennifer Riley (Senior Personnel), Metadata Librarian in the Indiana University Digital Library Program, will participate in the development of metadata creation standards and procedures for the project.

The following existing Indiana University personnel will also participate in the project:

Philip Ponella, Head, William and Gayle Cook Music Library, will provide oversight for the Music Library's involvement in the project, including establishment of selection criteria for content to be digitized.

Michael Fling, Head of Collection Development, William and Gayle Cook Music Library, will participate in establishment of selection criteria for content to be digitized.

Eugene O'Brien, Executive Associate Dean, Indiana University School of Music, will provide oversight for the School of Music's involvement in the project.

Kristine Brancolini, Director, Indiana University Digital Library Program, will provide oversight for the Indiana University Libraries' involvement in the project.