

CURL-CoFoR
Collaboration For Research:
A CURL Collaborative Collection Management Project

PROJECT DESCRIPTION AND TIMETABLE

agreed by CoFoR Management Team, 9th December 2002

Introduction

This project stems from discussions between CURL's Task Force on Resource Management and the Management Team of the RSLP COCOREES project (Collaborative Collection Management Project for Russian and East European Studies), looking at ways in which the products and experience of COCOREES can be built on by a successor project to achieve aims in the Task Force's Action Plan. The main thrust of CoFoR will be to serve as a test bed, demonstrator and channel of implementation for collaborative collection management (CCM) – including appropriate tools – applicable to a wide range of subjects by CURL members and other research libraries wishing to engage in CCM agreements. It will allow implementation by partner libraries to begin during the course of the project. An outline of COCOREES is given at the end of this document.

Concept and Deliverables

CoFoR will run for 21 months, from 1st December 2002 to 31st August 2004, and will consist of two related subprojects supported by a common management and a shared consultative and IT infrastructure:

Subproject 1: collaborative acquisition and retention; facilitating and monitoring access to research materials.

Subproject 2: serials deduplication.

All deliverables will have REES materials as their subject matter, and academic REES research as their primary object of support; but it is fundamental to the project that the outcomes should be delivered in forms that allow wider subject applicability.

Deliverables will be as follows:

1. Tested and agreed procedures and tools (templates, policy guidelines, procedural recommendations, etc.) to facilitate:
 - Collaborative acquisition, with the aims of expanding the range of research resources available in the UK and making more effective use of resources currently held.
 - Collaborative retention, with the aim of ensuring that research resources in the UK are preserved and kept accessible.
 - Deduplication of serials (with special reference to the treatment of lesser-used backruns, and to digitisation and other forms of surrogacy), in the interests of ensuring suitable coverage while freeing funding for other acquisitions.

2. Methodologies for:
 - Mapping relationships between research activity and library provision, to improve linkage between research planning and the library resources that underpin it.
 - Ascertaining the costs, potential savings and other benefits of CCM activity.
 - Identifying the effects of CCM initiatives, in terms of improvements in the availability of research resources and access to them.
3. Maintenance and expansion of the COCOREES database service of collection descriptions, serials listings and other information, to continue and improve the service offered to researchers in REES and provide input to both subprojects.

Project Management

The CoFoR Management Team is:

- Project Director: Jill Russell, University of Birmingham (for CURL)
- Project Manager: Gregory Walker, formerly Head of Collection Development, Bodleian Library, and Project Head, COCOREES.
- Lesley Pitman, Librarian and Director of Information Services, SSEES (UCL) and Chair of COSEELIS.
- Tania Kohn, Head of Russian and East European Collections, Glasgow University Library.
- Christine Thomas, Head of Slavonic and East European Collections, British Library and former Chair of COSEELIS.
Ron Hogg, Head of Slavonic Eastern & Central European Acquisitions, British Library, Boston Spa
- Marie-Pierre Detraz, CURL Executive Secretary.

The Committees of BASEES (British Association for Slavonic and East European Studies) and COSEELIS (Council for Slavonic and East European Library and Information Services) will act as academic and professional advisory bodies respectively on similar lines to the original COCOREES project.

Partners' Participation

All twelve present COCOREES partners are being invited to take part in the new project, and additional libraries (selected from institutional members of COSEELIS) will also be approached with the intention of extending the project's coverage to most UK institutions holding substantial research collections in REES. *Formal approval from each partner's parent institution will be required.* The nature of the participation is described below for each subproject, but generally speaking partners will be expected to make staff available for evaluation and discussion of the initiatives, to implement mutually agreed measures for collaboration, and to supply limited amounts of data. Four partners will be asked to assume additional roles (described below) and these are allowed for in the costing of the project, as are travel and communication costs intended to cover all partners. With these exceptions, CURL will not pay libraries to participate in CoFoR.

Institutional Bases

The CURL Secretariat will provide general administrative support. In addition, four partners will be asked to provide institutional resources for the project:

- *University College London*, where the School of Slavonic and East European Studies Library already hosts the COCOREES database and web server and part-time project support, will be asked to continue to do so.
- *The British Library, Boston Spa*, which is the base for the COCOREES serials listing subproject, will be asked to serve as the base for the serials deduplication subproject.
- *Glasgow University Library* will be asked to continue providing facilities for part-time project support.
- *Oxford University Library Services* will be asked to continue to provide facilities for the Project Manager.

Database

Maintenance and development of the COCOREES database is regarded as a core activity throughout the life of the successor project for three reasons: (a) information from the database will be essential input to both the proposed subprojects; (b) the database will form the nucleus of the proposed joint COCOREES/COSEELIS website, which will be the public face of the project and serve as a central UK site supporting library provision for REES research; and (c) the database is the most visible and most immediately useful service for the UK research community in REES.

Project Timetable

The two subprojects will be separately managed and are timetabled to run in parallel, both to be completed in 21 months.

BASEES = British Association for Slavonic and East European Studies

COSEELIS = Council for Slavonic and East European Library and Information Services

GW = Gregory Walker, Oxford

MTeam = Project Management Team

RH = Ron Hogg, BL Boston Spa

Subproject 1: Acquisition, Retention and Access

Subproject Manager: Gregory Walker, Oxford

Month	Activity	Participants
Dec 02	Finalise overall project description and timetable. Contact partner libraries on participation. Design programme with BASEES to acquire and structure data on current REES research in UK.	Mteam, GW, partners, BASEES, CURL
Jan 03	Secure agreement to participate from partners. PROJECT LAUNCH. Review COCOREES work done on collecting agreements, common-format policy statements and other consortial activity, and CURL work on retention policy.	Mteam, GW, partners, CURL

Feb 03	First drafts made of collecting agreements, retention policy templates and monitoring methodology. Initiate discussion with partners. BASEES sends e-mail shot to gather data on research.	GW, partners, BASEES
Mar 03	Continue discussion of drafts with partners. Partners begin initial evaluation.	GW, partners
Apr 03	Partners continue evaluation. Review data from BASEES returns. Begin development of methodology for monitoring takeup of newly, or more readily, available resources.	GW, project support, partners, BASEES
May 03	Link BASEES returns to other data on REES research (eg Postgraduate Register, thesis lists). Partners continue evaluation.	GW, project support, partners, BASEES
Jun 03	Develop procedures to relate research data to COCOREES data on holdings (from collection descriptions and development policy statements, National Desiderata List and serials listing). Partners continue evaluation.	As May 03
Jul 03	Partners conclude initial evaluation and report. Further work on research/resources relationship and on monitoring methodology.	As May 03
Aug 03	Further work on research/resources relationship and on monitoring methodology.	GW, project support, BASEES
Sep 03	As Aug 03	As Aug 03
Oct 03	As Aug 03	As Aug 03
Nov 03	On the basis of relationships indicated by data, and of findings from partners' initial evaluation, draft and begin consultation on firm proposals for mutually agreed collaboration on acquisition, retention and access monitoring.	MTeam, GW, partners, CURL, BASEES, COSEELIS
Dec 03	Continue consultation process.	As Nov 03
Jan 04	Conclude consultation process.	As Nov 03
Feb 04	Report findings and recommendations, with special reference to savings and benefits of CCM and to wider application. <i>To take account of SP2 report due in Jan 04.</i>	As Nov 03
Mar 04	Begin implementation as approved, under CURL auspices. <i>NB. From this point implementation of SP1 and SP2 proceeds in parallel.</i>	MTeam, GW, partners, CURL
Apr 04	Continue implementation.	As Mar 04
May 04	Continue implementation.	As Mar 04
Jun 04	As implementation proceeds, and drawing on its	As Mar 04

	experience, prepare tools for wider application.	
Jul 04	As Jun 04	As Mar 04
Aug 04	As Jun 04, and prepare final report to CURL (GW)	As Mar 04 + BASEES and COSEELIS

Subproject 2: Serials De-duplication

Subproject Manager: Ron Hogg, The British Library, Boston Spa

Month	Activity	Participants
Dec 02	Draft procedures for identifying duplication of serial holdings in partner and other libraries, based on data in COCOREES listing.	RH and staff, MTeam, project support
Jan 03	As Dec 02, and begin collection of additional holdings data.	As Dec 02
Feb 03	Test procedures and modify as required.	RH and staff, project support
Mar 03	As Feb 03	As Feb 03
Apr 03	As Feb 03	As Feb 03
May 03	Apply procedures to full COCOREES listing, to produce master list of titles for consideration.	As Feb 03
Jun 03	As May 03	As Feb 03
Jul 03	As May 03	As Feb 03
Aug 03	Assess potential space and cost savings, with special reference to lesser-used back runs, and to digitisation and other forms of surrogacy.	RH and staff, MTeam, project support, COSEELIS
Sep 03	As Aug 03	As Aug 03
Oct 03	Based on the master list, draft provisional criteria for deduplication, allowing for application to different types of material, and begin consultation over implementation.	RH, MTeam, partners, COSEELIS, BASEES, CURL
Nov 03	Continue consultation process.	As Oct 03
Dec 03	Conclude consultation process.	As Oct 03
Jan 04	Report findings and recommendations, with special reference to savings and benefits of CCM and to wider application. <i>To be related to SP1 report due in Feb 04.</i>	As Oct 03
Feb 04	Review progress in light of SP1 and SP2 reports.	RH, Mteam, CURL

Mar 04	Begin implementation as approved, under CURL auspices <i>NB. From this point implementation of SP1 and SP2 proceeds in parallel.</i>	RH, Mteam, partners, CURL
Apr 04	Continue implementation.	As Mar 04
May 04	Continue implementation.	As Mar 04
Jun 04	As implementation proceeds, and drawing on its experience, prepare tools for wider application.	As Mar 04
Jul 04	As 19	As Mar 04
Aug 04	As 19, and prepare final report to CURL (RH)	As Mar 04 + BASEES and COSEELIS

APPENDIX: The COCOREES Project (1999-2002)

The original RSLP COCOREES project (Collaborative Collection Management Project for Russian and East European Studies) ran from October 1999 and ended on 31st October 2002. It has been a partnership of twelve UK libraries (listed in the Appendix), all with major collections in the field. Its principal products are:

- A searchable set of descriptions for research collections in Russian and East European Studies (REES) in about 80 UK libraries.
- A location list of Russian and East European serials held in 45 UK libraries, currently recording over 30,000 titles.
- Standard-format collection development policy statements for all partners, as a basis for consultation on collaborative acquisition.
- A National Desiderata List of major research resources to act as a basis for consortial acquisition.
- Development of an appropriate IT infrastructure for the above, all of which are accessible on the project website at <http://www.cocorees.ac.uk>
- Pilot work on the use of partners' accessions and spending data to evaluate the adequacy of library support for REES research in the UK.
- Publication of four interim reports, all accessible on the project website.

COCOREES Partner Libraries 1999-2002

Bodleian Library, University of Oxford (*lead institution*)

The British Library

School of Slavonic and East European Studies Library, University College London

Glasgow University Library

Birmingham University Library

British Library of Political and Economic Science, LSE

Cambridge University Library

Essex University Library

Brotherton Library, University of Leeds

Nottingham University Library

National Library of Scotland

Polish Library, London