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Dear Mr. Foss,

Jenn Morris has shared with me your intent to digitize and archive the RLE Quarterly Reports. I have reviewed the content of the reports in preparing this estimate of the effort required to tag these reports with the necessary metadata to render them easily discoverable to search indexes. Of course, the effort and costs figure in this letter may be revised as more information about the project is available. Please contact me with any questions or suggested revisions.

### **Scope**

The goal in tagging Project Whirlwind contents is to archive and preserve the material while increasing the visibility of the content for search indexes and preparing a compelling web presentation.

The Project Whirlwind collection includes:

- 58 years of mostly quarterly reports
- 9 years of electronic yearly reports
- Approximately 183 total reports
- 25 sections per report
- Approximately 4500 items to be tagged

### **Metadata Requirements**

Technical reports require simple descriptive metadata records that include important information identifying the content and clearly explaining the copyright status of the material. These requirements will be documented in a Metadata Information Model that constitutes the deliverable for the consulting phase of our effort.

### **Process**

Our effort will be organized into two phases, consulting and production.

#### 1. Consulting

This phase involves the preparation of Metadata Information Model including a definition of a Metadata Element Set for the collection and a Tagging Workflow for the Production phase of this project.

## 2. Production

Metadata production for RLE Quarterly reports will be undertaken by members of the Metadata Services Unit. Their work will be supervised by the Metadata Specialist. It will involve the creation and organization of sets of tags into metadata records for the collection. It may involve the capture and reuse of any existing metadata, such as library catalog records.

### **Schedule**

Archiving the collection involves three stages, scanning, tagging and deposit.

#### Scanning

The schedule for this stage is under the control of MIT Libraries Document Services. The delivery of the Metadata Information Model and the end of our consulting phase should coincide with the end of this stage. There will be a draft of the model delivered for review prior to the completion of the scanning stage.

#### Tagging

This stage is equivalent to our production phase. We estimate that it will take us a total of 562.5 hours to complete this work. I plan to make available 15 hours per week to work on this project, giving us an estimated total 38 weeks to complete metadata production.

#### Deposit

Deposit of items and metadata into Dspace as soon as metadata is complete. We plan to prepare a schedule with the Libraries Technology Operations that will allow a whole report full of items (each section of the report is an item) to be uploaded as soon as its metadata is complete. This will allow you to see your reports in Dspace earlier as you track our progress.

### **Cost**

Cost associated with this project are calculated via hourly rates for metadata production and consulting and estimates of the duration of the effort for each phase. The consulting hourly rate is \$65 / hour, the production hourly rate is \$35 / hour.

For each phase of the project:

Metadata consulting in project planning and preparation: \$330

This figure represents a 5 hour effort on the part of the Metadata Specialist.

Metadata production for memos and reports: \$19,670

This figure represents a 562 hour effort on metadata production.

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