# Institute for Museum and Library Services Digital Products Plan

[This plan is based on the Institute for Museum and Library Services (IMLS) 2022 NOFO Digital Products Plan requirements.]

***Instructions for using this template:*** *Section headers are highlighted in yellow. Bulleted guidance under section headings is taken directly from 2022 NOFOs. Use the bulleted guidance as a prompt to help consider all types of data produced and how to manage it. With the exception of the section headers,* ***delete all the guidance and prompts from your final document, including these instructions and the information above this paragraph.***

*\*Limited to 2 pages maximum, per 2022 NOFOs*

\*\*If no data will be created, a valid Data Management Plan may include only the statement that no detailed plan is needed if the statement is accompanied by a clear justification.

**DIGITAL PRODUCTS PLAN**

**Type**

* What digital products will you create?
* Most projects are likely to generate digital content, resources, or assets. They may be digitized or born-digital products created by individuals, project teams, or through community gatherings.
* Examples include, but are not limited to, still images, audio files, moving images, microfilm, object inventories, object catalogs, artworks, books, posters, curricula, field books, maps, notebooks, scientific labels, metadata schema, charts, tables, drawings, workflows, teacher resources, and software, including source code, algorithms, applications, and digital tools, plus accompanying documentation.
* Describe the digital content, resources, or assets you will create or collect, the quantities of each type, the digital file format(s), the accompanying metadata, and any relevant standards you will use.
* If you are developing software, you should also specify the programming languages, platforms, frameworks, software, or other applications you will use to create your software and explain why you chose them.

**Availability**

* How will you make your digital products openly available (as appropriate)?
* IMLS encourages grant recipients to make works produced with IMLS support widely available, and to share their work products (including publications, datasets, educational resources, software, and digital content) whenever possible through free and open-access journals and repositories.
* Your project may involve making digital products available through public or access- controlled websites, kiosks, or live or recorded programs.
* IMLS expects applicants to ensure that publications produced under an award (including but not limited to peer-reviewed manuscripts resulting from research conducted under an award) are made available in a manner that permits the public to access, read, download, and analyze the work without charge.
* Describe how you will make the digital content, resources, assets, software, and metadata available to the public. Include details such as the delivery strategy (e.g., openly available online, available to specified audiences) and underlying hardware/software platforms and infrastructure (e.g., specific digital repository software or leased services, accessibility via standard web browsers, requirements for special software tools to use the content, delivery enabled by IIIF specifications).
* Identify and explain the reasons for any limitations.

**Access**

* What rights will you assert over your digital products, and what limitations, if any, will you place on their use? Will your products implicate privacy concerns or cultural sensitivities, and if so, how will you address them?
* Grant recipients may copyright any work that is subject to copyright and that was developed under an award or for which ownership was purchased. However, IMLS reserves, for Federal Government purposes, a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work and authorize others to reproduce, publish, or otherwise use the work.
* IMLS expects applicants receiving federal funds for developing or creating digital products to release these files under open-source licenses to maximize access and promote reuse. All work products resulting from IMLS funding should be distributed for free or at cost unless IMLS has provided written approval for another arrangement.
* In your Digital Products Plan, identify any licenses under which digital products will be shared (e.g., Creative Commons licenses, RightsStatements.org statements). Describe what intellectual property rights you will assert over your digital products and explain any limitations or conditions you will place on their use.
* If your products implicate privacy concerns or cultural sensitivities, describe these issues and how you plan to address them.

**Sustainability**

* How will you address the sustainability of your digital products?
* To the maximum extent possible, the digital products created with IMLS funding should be freely and readily available for use and reuse by libraries, archives, museums, and the public. Some digital products that are generated during a project should be long-lived, requiring permanent preservation, and others (e.g., preliminary analyses, drafts of papers, plans for future work, peer- review assessments, most social media communications, and communications with colleagues) should be retained and shared in the medium- or short-term.
* Describe your plan for preserving and maintaining digital products during and after the period of performance and identify the appropriate length of time different digital products should be curated. Address storage systems, shared repositories, technical documentation, migration planning, and commitment of organizational funding for these purposes.