

**Terms of Reference for Consultant
Grete Pasch**

**Technological Innovation and Cooperation for Foreign Information Access
University of California, Los Angeles,
Other Participating Libraries
and
LANIC**

**Mining Hidden Gems:
Building a Latin American Open Archives Portal for Scholars**

The aims of the project are to partner with appropriate organizations in Latin America, focusing on groups that produce research materials and other grey literature in the social sciences, digitize the publications produced by them, and apply Dublin Core metadata to these documents to ensure systematic and enhanced Web access to distributed resources. The Latin American Network Information Center (LANIC) will develop an Open Archives Metadata Harvesting Protocol portal service for harvesting the metadata from participating repositories. To support these activities, LANIC will develop a training program to train staff at the Latin American partner sites in digitization, file conversion, and application of the metadata.

A Working Group has been formed to: advise on issues related to the development of Open Archives Portal services at LANIC; to recommend actions to facilitate and to support scholarly communication through electronic publishing utilizing Open Archives Initiative protocols; to develop a plan to engage Latin Americanist scholars in the development and use of the project repository and services; to review publications of Latin American partner organizations to establish priorities for digitization; to advise on standards and metadata for social sciences grey literature; to identify organizations that produce information appropriate for digitization under the project guidelines; to advise on and recommend methods for testing and evaluating the new portal services and to assist in publicizing and disseminating information about the project.

The Consultant will have the following responsibilities:

- ?? Serve as a member of the Working Group.
- ?? Identify issues to bring before the Working Group for advice and input on resolutions.
- ?? Help design and establish metadata standards for the proposed project.
- ?? Orient partner institutions to the Open Archive Initiative and impact of including materials in the project.
- ?? Site visits to partner institution to assess capabilities and assist with training.
- ?? Review samples of metadata files from partner institutions and identify need for revisions.
- ?? Review training manual on operations for digitization, file conversion, and application of Dublin Core metadata to describe contents.
- ?? Provide activity reports as requested.