CTDA Pro

What We Do

The University of Connecticut Library is pleased to offer digital preservation services to academic libraries in Connecticut through CTDA Pro. By enabling institutions throughout Connecticut to manage and preserve their records and scholarly and cultural heritage materials at scale, CTDA Pro enables more efficient use of state funds for all members, and supports member institutions' long-term missions to preserve and make available information resources that contribute to statewide educational, economic, and workforce development.

This new service differs from the Connecticut Digital Archive (CTDA) in two significant ways: collection scope and the participation model. The scope of the CTDA is limited to a broadly defined idea of cultural heritage[4] while CTDA Pro welcomes any type of institutionally managed content that has long-term value to the member institution. More importantly, CTDA Pro participation is based on a yearly set membership fee and a guaranteed yearly allotment of storage, while the CTDA is based on a "free to participate" model and a one-time storage allotment, with additional storage available at an extra cost.

An institution may wish to participate in the CTDA only, no matter its status as an academic library, and such a decision may make economic and programmatic sense. CTDA Pro is available for institutions that wish to go beyond cultural content and preserve more diverse institutional digital materials.

CTDA Pro:
1. ***Provides technology*** infrastructure to manage, maintain, and disseminate digital collections
2. ***Supports members*** by providing resources, training, and collaborative opportunities
3. ***Advises members*** (current and potential) about the CTDA programs and refers them to alternatives if no CTDA program is suitable for their needs.

These activities are aimed primarily at academic libraries that preserve and make available scholarly works, data sets, and institutional administrative records, in addition to cultural heritage content. CTDA Pro runs on the same technology backbone as the CTDA but is optimized and configured for activities that require larger-scale storage and more administrative functions, including embargoes. Cultural heritage content in members' collections will be aggregated into the CTDA for discovery and access, while other content will be available through an institutional portal or the institution's web site.

CTDA Pro offers a range of services to the academic library community including:
1. Continued ownership of and management responsibility for content.

2. Preservation-oriented digital services that include more than backup and disaster recovery and include preservation activities. Core Trust Seal certification is part of our two-year plan.

3. Fully maintained technology infrastructure including security updates.

4. Management tools or connections to third-party management tools.

5. Globally unique permanent identifiers for all digital objects (think DOIs).

6. A public discovery interface for all APS content.

7. Connections to third-party discovery and access interfaces that may be used by member institutions.

8. On-site introductory training for new members.

9. Access to the Community Resource Center knowledge base, continuing education workshops, and the Community Center communications tool for ongoing knowledge building and problem solving.

10. A "help desk" ticketing system for resolving technical or other issues.

11. Aggregation of cultural heritage content in the CTDA, DPLA, ResearchIT, and indexing by major search engines.

12. Enhanced administrative tools, especially to manage access and embargoes.

13. Specialized academic tools for the management and delivery of IR services, research data, and other activity.

14. A membership-based model scaled for larger collections and greater requirements.

Personally Identifiable Information and Data Security

CTDA Pro employs software programs to monitor network traffic to identify and block unauthorized attempts to upload or change information or otherwise cause damage. It manages users and user accounts to restrict management access to authorized content owners only. However, CTDA Pro is designed as a multi-user, collaborative environment for data that is generally open to public with intellectual or institutional embargoes being the primary purpose for limiting public access. The system is not designed, nor is it warranted to be, suitable for managing and storing personally identifiable information (PII) including, but not limited to, biometric data, identity history, biographic, property, and case/incident history data. Content owners are urged to discuss with CTDA Pro staff any questions they have about data security.

Membership Eligibility and Benefits

Although primarily aimed at higher education academic libraries, membership in CTDA Pro, like the Connecticut Digital Archive (CTDA), is available to all education and memory organizations in the state of Connecticut. Members sign an MOU with the UConn Library.
All members receive the benefits of:

- A seat on the CTDA Pro Advisory Committee.

- Participation in working groups, interest groups, and committees that develop new ideas and approaches to services and activities.

- Access to members-only email lists.

- Optional access to technology hosting services (sometimes for additional cost).

- A yearly allocation of digital content storage (currently 3TB/year).

Membership Fees

There is a one-time onboarding fee for new members that is based on the amount of set up, training, and migration assistance that is desired. Onboarding takes about two weeks. Membership fees are assigned using the member institution's Carnegie Classification of Institutions of Higher Education category (See the Appendix for categories of academic institutions in Connecticut). Institutions without a Carnegie Classification category are evaluated on a case-by-case basis, and a membership level is assigned by mutual agreement. Membership fees and yearly storage allocations are set each year by the UConn Library in conjunction with the APS Advisory Committee. Membership fees offset the cost of external contractors and vendors and are not used to pay the salaries of UConn employees.

Membership Levels and Fees:
Level 1 $10,000 ARL/Highest Research Activity (Categories 15 and 16)
Level 2 $5,000 Masters Institutions and Doctoral Institutions with Moderate Research
                    Activity (Categories 17-20)
Level 3 $3,000 Undergraduate and Special Focus 4-year Colleges (Categories 21-33)

Level 4 $2,000 Associates/Community Colleges (Categories 1-9)

Membership Fee schedule

Given that budgets for FY19/20 and even FY 20/21 are already set and that the roll out of the full set of services will take some time, the membership fee will be implemented in phases:

Institutions who join in FY20/21 (between July 1, 2020 and June 30, 2021)
- One-time onboarding fee (Institutions already part of CTDA will not pay the onboarding fee)
- Half the membership fee in the first year
Institutions who join after June 30, 2021:
- One-time onboarding fee (Institutions already part of CTDA will not pay the onboarding fee)
- Regular membership fee
Membership fees are set in the Fall and billed to institutions in July of the next calendar year. Membership fees are reduced by 50% for the year if an institution joins in the second half of the fiscal year.

Standard onboarding fee: $2,500. Includes on-site training, institutional profile creation, user account creation, on-site training, analysis of existing content and suggested paths to migration. (Additional onboarding services available at extra cost.)