INTERVIEW GUIDE
Directors of Support Units

Speaking with heads of libraries, IT unit or DH centers on campus will allow you to understand more deeply how each unit views its role in supporting the creation and sustainability of digital outputs and just what that support consists of today.

NB: the following interview guide is written with a library director in mind, but could be modified for any leader of a support unit.

Background

- In what ways are you involved with digital humanities projects?

- What do you understand "digital humanities" to mean?

Library perspective

- Does the library have a digital content strategy? Please describe it, if so.

- What was the motivation for creating that strategy?

- Are there any library initiatives to develop unified solutions for supporting or enabling access to the digital humanities outputs at your institution?

- Do you have any concerns about the state of digital humanities projects in the library (e.g., sustainability, discovery)?

New DH project creation

- What types of digital humanities projects do you host at the library?

    - Are these projects created internally? Externally?

- If there are internal projects, please describe in detail the process by which the library creates digital humanities projects: who initiates them; who makes decisions about them; etc.

- If there are external projects, please describe in detail the process by which the library comes to support digital humanities projects: who initiates them; who makes decisions about them; etc.

- Is there any internal funding for the creation of these projects? If so, about how much is this?

- At the creation stage, what is discussed concerning the ongoing aspirations and costs of the project? What agreements are made between the library and the project leader?

Ongoing support

- What factors determine whether you will provide ongoing assistance for an internal project? For an external project?

- What kinds of support does the library provide to these projects after they are created? This may include, for example, management, general activities (scanning, metadata, website design/ technical development, user outreach and support, usage analysis, preservation, editorial work, etc.), user tracking and needs analysis, and outreach.

- Do you budget for the ongoing support of these projects?

    - If so, about how much is this budget?

    - If so, where in the institution's budget does the financial support for these projects come from?

    - If not, who does budget for them? Which activities are included in the budget (e.g., personnel, administration, overhead, technology infrastructure)?

Value and impact

- How do you view the value of "digital" vs. more traditional holdings?

- Do you measure the impact of these projects?

    - If so, what methods do you use? What are some representative measurements?

Other institutional support

- Are you aware of any partnerships between project leaders and other units on campus (e.g., the museums, IT, digital humanities groups)?

- If so, please describe these arrangements.