



HARRY RANSOM
CENTER

THE UNIVERSITY OF TEXAS AT AUSTIN

Information Technology Vision Plan 2008-2009

SUMMARY OF REQUESTS

To provide enhanced classroom IT support and to digitize collection materials in support of classroom instruction and student research, the Ransom Center requests funding in the amount of \$56,516 for one IT staff position and two part-time student technicians.

OVERVIEW OF CURRENT IT PROGRAMS AND INFRASTRUCTURE

Vision/Mission/Goals of Unit

The mission of the Technology and Digital Services Unit of the Harry Ransom Center is to provide skillful and effective technical support for all of the Center's programs and services, including:

- Acquisition of cultural materials for the purposes of scholarship and education
- Preservation of and access to creations of cultural heritage through cataloging, conservation and collection management
- Support of research through public services, symposia, publications and fellowships
- Provision of education and enrichment for students, scholars and the public through classroom support, exhibitions, public performances and lectures.

Ransom Center Support of Classroom Instruction and Scholarship

The Ransom Center supports classroom instruction and access to resources for UT scholars through its research materials and services. The Center plays an integral role in educating UT students, primarily in the colleges of Liberal Arts, Fine Arts, Communication, and the School of Information by providing access to primary source materials and support resources for these fields. While the Center supports research by UT students and scholars from all academic divisions, it is particularly engaged in support of academic programs in English, French and Italian, American Studies, Plan II, Liberal Arts Honors, Photojournalism, Radio-Television-Film, Theater and Dance, Music, and the School of Information. The Center also provides one-year internships that are available to UT students from all fields of study.

Information Technology is fundamental to the Ransom Center's services to UT students and scholars. Access to research and instructional resources is provided through the Center's web site, UT Library Online, in-house databases, and audio and/or video

copies. Unique research materials available only on site are made accessible to UT scholars on a 24/7 basis through digitization. Unique materials that are completely inaccessible for classroom and research use due to fragility or value (such as the Gutenberg Bible) are made accessible through digitization. Ransom Center IT staff provides technical support for UT classes held in Ransom Center classrooms (see list of classroom use, attached). Two Ransom Center classrooms are now equipped with permanent IT installations, and four classrooms are supported by mobile IT equipment provided on a class-by-class basis.

IT Programs

Technical support

Functions performed by technology staff in support of 140 staff & 261 pieces of technology equipment include:

- Troubleshoot hardware, software, and networking issues
- Install and maintain hardware and software
- Train staff in use of hardware and software
- Enable and support wired and wireless network

Web site

Functions performed by web staff include:

- Maintain web site
- Format content for the web site
- Edit existing web content
- Design and compile kiosk content
- Write software to enable web-based databases

Databases

Functions performed by database staff include:

- Support current databases
- Transfer databases from old software to new software
- Create new information systems
- Work with staff with all database issues

Audio/visual event & classroom support

Functions performed by Technology Services staff include:

- Videotaping activities, including production of dvd/vhs products of the taping event
- Technology support in the theater (lights, sound, computers, display)
- Provide equipment & support for classes, presentations, events

Digitization

Functions performed by digitization staff:

- Digitization and processing of books, manuscripts, photographs, art, slides, posters, 3D items in the collection
- Video transfer to digital media
- Audio transfer to digital media

Administration

Functions performed:

- Manage & coordinate technology functions throughout the organization; write reports; maintain statistics
- Analyze & determine hardware, software, networking & media needs
- Order, install and maintain hardware & software & supervise staff in same
- Provide security for computer and network systems; work with the University to maintain current computer and network security standards
- Maintain computer accounts (administrative computing, remote access, email, system)
- Maintain web pages & supervise staff in same (upload, format & correct files; run statistics and diagnostics)
- Communicate with other UT departments on technology issues (ITS, UT Network Information Center, University Libraries)
- Serve on campus technology committees
- Interact with patrons, vendors & external service bureaus
- Train, supervise, & manage Web Master, Information Analysts, Librarian, Media Specialist, Technology Intern, work study students, graduate students; train staff and HRC guests in use of computers, networking, systems and accounts
- Continually upgrade knowledge and maintain awareness of developments and trends in technology

Infrastructure

Classrooms

The Ransom Center has six classrooms, two of which are equipped with permanent technology installations (screen, projector, speakers, controls). For classes held in the other four classrooms, IT staff daily install and uninstall laptops, data projectors, screens, speakers, and a TV/DVD player as requested.

Ransom Center IT

Computers:

190 desktop/laptop, 86 MAC OS and 104 WIN OS
4 storage systems, 1 MAC and 3 WIN

Other devices:

67 devices, including printers, scanning devices, projectors, TVs, VCRs, DVD players.

Network:

220 data nodes

7 wireless routers

Current and proposed funding sources for IT programs and infrastructure

Current funding sources. Funding for all permanent Ransom Center IT staff salaries is from the Ransom Center regular budget. Partial funding for one half-time IT position is from our 2007-08 ITAC allocation of \$14,557. Funding for a half-time Technology Intern (graduate student) is from private gift funds. Funding for some of the part-time temporary student positions engaged in scanning activities is generated by the Photographic Revolving 19- account. Hardware, software and networking expenses are funded in part by the Ransom Center regular budget and in part by endowment income. Hardware and software specific to grant-funded projects is generally funded by the grant.

Proposed funding sources. In addition to the sources listed above, the Ransom Center hopes to generate some additional IT income through corporate sponsorships of programs and web pages; to secure endowment funding for the Technology Internship position; and to secure additional ITAC funding for classroom IT support and for digitization of collection materials in support of classroom instruction.

Best practices

Installation of data projector, sound system, and automatic controls in the Tom Lea Room

The Ransom Center installed a data projector, a sound system with speakers, and an automatic control system for the enrichment of the classroom presentation functionality in this room. This \$14,000 installation was funded by the Ransom Center.

USE OF PREVIOUS ACADEMIC YEAR ALLOCATIONS

For AY2007-08 the Ransom Center requested ITAC funding in the amount of \$44,011 to fund one IT staff position and equipment in support of classroom instruction. An allocation in the amount of \$14,557 was awarded.

The full allocation of \$14,557 was utilized in funding part of the salary and benefits for the IT staff position, with the balance covered by Ransom Center funds. Though a full-time position was and is needed, and was included in our 2005-06, 2006-07, and 2007-08 ITAC requests, the modesty of ITAC funding allocated to the Ransom Center has precluded the hiring of a full-time position. Instead we have extended a temporary one-year half-time position, which has been critical to our ability to provide classroom IT support and to create digital surrogates of collection materials for classroom use.

The Ransom Center funded the installation of a data projector, a sound system with speakers, and an automatic control system for the enrichment of the classroom presentation functionality in our second largest classroom, the Tom Lea Room, as

described above. The Ransom Center also funded the purchase of an additional laptop, data projector, television, and DVD/VCR player for classroom needs.

NEEDS AND PROPOSED USE OF FUNDS

To provide enhanced classroom IT support and to digitize collection materials in support of classroom instruction and student research, the Ransom Center requests funding in the amount of \$56,516 for one IT staff position and two part-time student technicians:

Computer Programmer/Services Assistant	\$27,846
Fringe benefits @ 38.43%	\$10,701
Student Technicians	
2 @ \$11.50/hr X 15 hrs/week X 48 weeks	\$16,560
Fringe benefits @ 8.51%	\$ 1,409

TOTAL	\$56,516

The current IT staffing level relative to demand for classroom support is significantly inadequate, both in terms of volume of demand and in terms of simultaneous needs for IT support in multiple classrooms. Classes are scheduled at various times in classrooms throughout the day between 8:00 a.m. - 5:00 p.m. M-F, and the current half-time position can support only a portion of the steadily-growing demand both for classroom IT support and for digitization of collection materials for class use, both on- and off-site.

The proposed full-time Computer Programmer/Services Assistant (CP/SA) will more nearly accommodate the volume of demand for support of classroom technology as well as act as a liaison with staff and faculty in the planning and implementation of classroom presentations. This will include providing digitization and preservation of Ransom Center material for classroom presentations as well as supervision of the Student Technicians. The Student Technicians will also support the IT needs of classes, and will provide digitization and preservation of Ransom Center materials both for classroom presentations and for off-site instructional and research use.

APPENDICES

- Use of Ransom Center Classrooms by UT Austin Classes
- Use of Ransom Center Theater for academic and educational programs

**Harry Ransom Center
Use of Classrooms
by University of Texas at Austin Classes**

Classes held entirely in Ransom Center classrooms, 2007:

Marjorie Woods/Joan Holladay	The Medieval Book (English, Medieval Studies)
Michael Winship	Technologies of the Past (Liberal Arts Honors)
Michael Winship	Introduction to Bibliography (English)
Consuela Metzger	History of the Book (School of Information)
Sam Baker	First-Year Seminar: Representing Britain (English)
Michael Winship	Producing American Literature (English)
Molly Schwartzburg	Poems in Process: Books and Manuscripts at the Ransom Center (English)
Michael Winship	Introduction to Bibliography (English)
Steven Hoelscher/Robert Abzug	American Photography (American Studies)
J.B. Colson	Seminar in Photocriticism (School of Journalism)

Classes in which one or more sessions are held in Ransom Center classrooms:

Sample month: October 2007

Carol MacKay	Literary Contests and Contexts (English)
James Barcus (Baylor University)	Researching Bibliography (English)
Daniela Bini	Introduction to Italian Literature from the 18 th Century to the Present (French and Italian)
Donald Davis	First-Year Seminar: Great Libraries in History (School of Information)
Mark Allen (UTSA)	Bibliography and Research Methods (English)
Marian J. Barber	The Civil War in Fiction, Fact and Film (History)
Luisa Nardini	Notational Systems before 1400 (School of Music)
Douglas Bruster	First-Year Seminar: Shakespeare's Early Comedies (English)
Joseph Taylor	Literary Contexts and Contests (English/Rhetoric and Writing)
James D. Garrison	Major Writers of the Restoration and 18 th Century (English)
Brooke Hunter/Elizabeth Scala	Originality in the Arts and Sciences (English)
Mirka Benes	Landscapes of Death and Commemoration (Landscape Architecture)
Jerome Bump	Composition and World Literature (English)
Susan Rather	Survey of Renaissance Through Modern Art (Art History)

**Harry Ransom Center
Use of Theater
For
Academic and Educational Programs
2007**

January

01/25 J. M. Coetzee Symposium

February

02/02 Radio Theater production of James Joyce's "The Dead"
02/08 Lecture by Kate Holliday on 20s Architecture
02/15 QUEST presentation
02/22 Donald Posnansky lecture on Sir Arthur Conan Doyle

March

03/06 Dana Gioia lecture on "Can Poetry Matter?"
03/08 Radio Theater production of Faulkner's "A Rose for Emily"
03/20 O. Henry Prize Readings
03/22 Don Crafton's lecture "The Advent of Sound: 1927"

April

04/03 Marie Cosindas Focus on Photography Lecture
04/05 Hans Ulrich Gumbrecht's lecture "1926 How and Why?"
04/16 The Harlem Renaissance and its Impact on America
04/16 David Coleman's lecture on Panoramic Photography
04/20 Marc Manganaro's lecture "1922"

May

05/03 Book signing for the "Celebrating the Imagination"
05/04 Dr. Bill Livingston's Continuing Education event
05/08 Phi Beta Kappa Event
05/10 Ed Van DeVort's lecture on Austin in the 1920s
05/17 San Marcos High School tour event
05/21 Humanities Institute event
05/24 Danielle Sigler's lecture for American Studies

June

06/21 Raye Virginia Allen lecture

July

07/11 AP Teachers group
07/12 Austin Chamber Music Center event
07/25-26 Radio Theater productions of "Big Blonde"
07/27 Region XIII teacher workshop event

August

08/28 Memorial Service for Winfred P. Lehmann, Jewish Studies

September

- 09/14 Center for Mexican American Studies event (cancelled)
- 09/18 Jayne Hinds Bidaut's Focus on Photography lecture
- 09/19 President Powers speech overflow from Jessen
- 09/20 Randy Lewis lecture on Documentary Film
- 09/25 Academy of Distinguished Teachers panel on Challenges in the Humanities
- 09/27 Elizabeth Richmond-Garza lecture on Oscar Wilde
- 09/28 Energy Finance Group Awards
- 09/30 Poetry on the Plaza: Dr. Johnson's Time Traveler

October

- 10/03 Annette Strauss Institute eventt
- 10/05 Poetry on the Plaza—Actors from the London Stage
- 10/07 Comparative Literature Conference keynote
- 10/20-26 Theater rehearsal and prodcution for Arthur Miller event
- 10/26 David Savran lecture

November

- 11/06 Victorian Photography exhibition program
- 11/07 Screening for Steve Isenberg's class of "Death of A Salesman"
- 11/08 Poetry Reading by Dara Wier and James Tate
- 11/09 Jerry Mcgann lecture
- 11/14 Hermione Lee lecture on Edith Wharton
- 11/15 Christopher Ricks lecture on Eliot and Othello
- 11/16 Lee and Ricks for British studies on Brian Moore
- 11/17 Memorial Service for Bob Dawson, French and Italian
- 11/29 Mark Nixon and Dirk Van Hulle Beckett talk
- 11/30 Performance of a Beckett play (cancelled)

December

- 12/05 Jewish Studies lecture
- 12/06 Performance of Dylan's "A Child's Christmas in Wales"