Talking Points Example: Information Technology Group

This document is designed to serve as an example to show what a talking points document might look like when preparing to meet with an institution's IT group.

Goals

- The library wants to set up a data archive and needs IT support to create the server
- Need help building server, and technical support

Background Info

- You anticipate 1 TB of data (including documentation) at start
- You have a budget of 5,000 dollars to put toward the project for the year
- Some content will be publicly available, some only on request
- One of your colleagues is taking courses to be prepared to deal with day-to-day operations, but you will need technical support if something goes wrong.

Argument for need

- Currently there is no location within the institution to host research data, make it available
- Research data being saved on individual hard drives, where it can be lost
- Providing this service will support researchers who need to host data online to receive grant money
- Pressure coming from University Librarian to make this a priority
- Pressure coming from professors to provide real data for assignments, research courses
- If this service is not provided, researchers will have to pay for archiving services out of their grant money
- If this service is not provided, our institution will be behind the technological curve of our competition

Questions that need answering

- How much will it cost to build the server? Do we need to seek additional funding?
- What technical knowledge should our data archivist have?
- What information do you need to get this process started? Are there administrative requirements?