

EXHIBIT A: STATEMENT OF WORK
Regional Research E-Prints Archive Project

1. Abstract/Project Summary

This project will establish an E-Prints archive at the Washington University School of Medicine and make available technical training, template policies, and educational materials to assist other libraries in establishing their own E-Prints archives. During the course of the project, the potential for creating and maintaining an E-Prints archive to be shared by several institutions will be assessed.

2. Activities and Products

1. Establish an E-Prints server at Washington University to act as a regional test bed for other libraries to evaluate electronic publishing.
2. Hold on-line workshops on issues specific to implementing an institutional e-archive, such as:
 - Policies and procedures necessary for managing an archive.
 - Impact on library staff and delegation of responsibilities.
 - Tactics for garnishing faculty support for an institutional e-archive.
 - Educating faculty on copyright retention.
3. Produce a white paper which details required technical staff skills, hardware specifications, appropriate infrastructure architectures, implementation guidelines, and approximate costs of establishing a robust e-publishing environment based on the E-Prints software.
4. Attend sessions on institutional repositories at the November 8, 2003 AAHSL/AAMC meeting.

3. Project Timeline

<i>5/1/2003 to 10/31/2003</i>	Establish E-Prints server at Washington University
<i>11/1/2003 to 1/31/2004</i>	Hold-online workshops on implementation issues
<i>11/8/2003</i>	Attend sessions on institutional repositories
<i>2/1/2004 to 4/30/2004</i>	Produce white paper

4. Reporting Schedule

<i>First Quarter</i>	Covers May, June, July: due August 31, 2003
<i>Second Quarter</i>	Covers August, September, October: due November 30, 2003
<i>Third Quarter</i>	Covers November, December, January: due February 28, 2004
<i>Fourth Quarter</i>	Covers February, March, April: due May 31, 2004
<i>Final Report</i>	Due within one month of completion of project activities