

Appendix A – ODBS FAQ, Q&A and Gallery (From Moodle)

1. FAQ

What is the ODBS?

The ODBS is a system of various technologies that would give a community the ability to search for materials, then print, cut and bind them into books. The system consists of a web portal (with a database of materials), a computer with internet access, a printer, a cutter, and a binder. The system is customizable, and a community does not need to use all aspects of the ODBS.

What are the benefits or possible uses of the ODBS?

Benefits include:

- the ability to scan and publish local materials for the community
- a system that is flexible enough to be customized to the community
- cheap method of printing materials that patrons could take home
- eliminating shipping costs of printed materials
- accessing electronic materials; adjusting online material into print
- aggregating digital contents of interest to a community into one online portal/database

Also see, Brian Beaton's question: [Why print books when you can read e-book online?](#)

The ODBS could be used to support library or educational programming in the community and the values and skills of those programs. For examples of programming suggestions, please see [this thread](#).

What are the steps to using the ODBS?

1. Search for material/produce and scan material
2. Print material
3. Cut material to size (if necessary)
4. Bind material

What types of materials are available to print?

An ODBS portal would contain anything that is not copyrighted. This would include for example, works in the public domain or new works released under a creative commons license. Communities could also publish their own local material if scanned into a digital format.

What formats does the ODBS portal support?

The ODBS system can use standard pdfs and a variety of other formats.

What is the quality of the binding?

The books bound with the ODBS system do not have the same quality of binding as commercial books. The binding is serviceable, and close up photos of binding is available [here](#) and [here](#):

How much does the ODBS cost?

Costs will vary depending on the type of equipment bought. The minimum requirements for the full system would include:

- materials to print (free)

- computer with internet access
- printer
- cutter
- binding machine/technology
- raw materials (e.g. ink cartridges, paper, etc.)

You do not need to subscribe to the full system. For a more detailed breakdown, with prices in USD, please see [this thread](#).

What resources are needed to run and maintain this system?

- staff to manage/develop the online database portal (does not have to be onsite)
- staff to execute the bookbinding process, possibly train others
- promotional materials. Templates are available [insert link]
- IT personnel to aid troubleshooting
- an internet connection, preferably broadband

Where is the ODBS portal? Can I use it? Is the Moodle site the portal?

This Moodle site is not the ODBS portal. Currently, the ODBS system is being developed and has not been coded yet. Our FIS2125 students are working very hard at consulting community members and professionals to design a system that is user friendly!

How can I use the ODBS Moodle site?

The Moodle site is where you can connect to ODBS partners and learn about the project as a process. Please feel free to ask us questions in the [Q&A forum](#), or to browse the site's resources.

Who owns the ODBS portal/promotional materials/etc.?

The community does! This site and its associated products have been created for and with aboriginal communities, the project's Northern partners and those who will be using the service in any way. In short, ODBS users = ODBS owners.

Who is involved in this project?

- the friendly students of FIS2125 (winter 2009 semester)
- KORI and K-Net
- Professor Nadia Caidi, and Adam Fiser

For more information, please contact us on our forums, or at ondemandbookservice@gmail.com. Thanks for reading!

2. Question & Answer Forum

<http://meeting.knet.ca/mp19/mod/forum/view.php?id=409>

3. Gallery Link

http://meeting.knet.ca/gallery212_mp/main.php?g2_itemId=1297

Appendix B: Letters of Intent

Outreach: Corporate partners letter

Draft Letter of Intent for Corporate Partners

To [Whom It May Concern]:

Thank you in advance for taking the time to consider a partnership supporting the On-Demand Book Service project. There is a special need in First Nation communities for addressing the lack of libraries and a need for sponsoring book culture. The ODBS is a model that strives to bridge the gap by utilizing information technology and digital media. In November 2006, a workshop on "Digital Libraries for and with Aboriginal Communities" (DLAC) was organized to discuss the possibilities of digital libraries for First Nation communities. Participating community members attending the DLAC event heavily emphasized the need for physical books within First Nation communities. Contrary to expectations the need for books has not waned but intensified and the ODBS has the necessary functionality to provide print resources within networked communities.

In an effort to further develop the On Demand Book Service and its mandate of increasing the information infrastructure in remote First Nation communities a partnership was created between the Faculty of Information at the University of Toronto and Keewaytinook Okimakanak (K-Net Services and KORl). This collaborative effort strives to create a responsive localized information resource and is committed to a model of participatory research that ensures that partner communities maintain Ownership, Control, Access and Possession of data and results of research.

The ODBS initiative can trace its beginnings to the Internet Archive Bookmobile which is a digital library on wheels that can download and print out public domain books. As a current adaptation of this ongoing project the goal of ODBS is to establish permanent local centers for downloading high-quality digital copies of books, combined with equipment to print and bind the book on-site.

[The company] has a tremendous history of supporting educational opportunity, environmental sustainability and economic initiatives and support for ODBS would further build on this record. In recognition of your contribution the ODBS team would be open to discussions on promotional ventures. The success of the ODBS initiative will depend upon the provision of [high grade technology components and supplies] to efficiently perform the necessary functions of producing books. [the manufacturer's] [printer/binder] has been tested and proven to meet the standards and the needs of this project. As a potential stakeholder in this highly collaborative community project we would like [the manufacturer] to consider donating or loaning equipment to this project.

Please contact [] with any questions or comments about the ODBS project and ways that we can work together. Please consult our website and Q&A forum for further information regarding the On Demand Book Services project:

<http://meeting.knet.ca/moodle/course/view.php?id=149>. We look forward to discussing ways in which we can work together.

Outreach: Community leaders letter

To [Whom It May Concern]:

Thank you in advance for taking the time to consider a partnership supporting the On-Demand Book Service project. There is a special need in First Nation communities for addressing the lack of libraries and a need for sponsoring book culture. The ODBS is a model that strives to bridge the gap by utilizing information technology and digital media. In November 2006, a workshop on "Digital Libraries for and with Aboriginal Communities" (DLAC) was organized to discuss the possibilities of digital libraries for First Nation communities. Participating community members attending the DLAC event heavily emphasized the need for physical books within First Nation communities. Contrary to expectations the need for books has not waned but intensified and the ODBS has the necessary functionality to provide print resources within networked communities.

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The types of materials that will be available to download and print will be chosen by members of your community. As a potential stakeholder to this highly collaborative community project we would like to exchange ideas about how to best assess the needs of your community. We have prepared a questionnaire regarding information needs and technology capabilities. At your request, we will send it to you. If you agree, and with your amendments and suggestions, we would like to distribute the questionnaire as widely as is practical in your community. Naturally, we invite questions and comments about any aspect of the proposed project.

Please contact [] with any questions or comments about the ODBS project and ways that we can work together. Please consult our website and Q&A forum for further information regarding the On Demand Book Services project:

<http://meeting.knet.ca/moodle/course/view.php?id=149>. We look forward to discussing ways in which we can work together.

Sincerely Yours,

Community Research: General audience letter

Draft Revised Letter of Intent

To [Whom It May Concern]:

Books, whether for leisure, education, work, or history, contribute immensely to the wellbeing of a community. About 70% of First Nations communities do not have a library. The reality is that underfunded, understaffed, mobile library services and information centers often cannot provide adequate services to a community. The ODBS is a model that strives to bridge the gap by utilizing information technology and digital media. In November 2006, a workshop on "Digital Libraries for and with Aboriginal Communities" (DLAC) was organized to discuss the possibilities of digital libraries for First Nation communities. Participating community members attending the DLAC event heavily emphasized the need for physical books within First Nation communities. Contrary to expectations the need for books has not waned but intensified and the ODBS has the necessary functionality to provide print resources within networked communities.

Imagine a book service that does not rely on the mail, never required materials to be returned, and provides copies of books-on demand. [As students of the University of Toronto's Faculty of Information], we would like to share with you the exceptional opportunity to participate in the development and implementation of an On Demand Book Service.

Many of the world's best libraries have contributed their content to repositories that can be accessed free of charge. An On-Demand Book Service (ODBS) would allow users to access digital copies of books and other media through a custom portal that brings together a selection of resources. Users would then be able to print and bind the titles in their communities, using easy to learn binding technology. Books could be printed to build collections, for individual use, or for self-publishing ventures.

We would like to create a successful collaborative community project and enhance the potential of the ODBS to serve the needs of the community. In an effort to create a sustainable community project we would need to discover who the potential users of this service are and what these users would like the ODBS to do for them. With your support we hope to perform community assessments using a variety of methods including surveys, focus groups, and online chat forums. We hope to find champions in, and form partnerships with, those communities and libraries interested in this project.

Thank you for taking the time to consider the benefits of the ODBS. We would like to provide you with more information on our project and would appreciate your participation and cooperation in our community assessment. Please contact [] with any questions or comments about the ODBS project and ways that we can work together. Please consult our website and Q&A forum for further information regarding the On Demand Book Services project:

<http://meeting.knet.ca/moodle/course/view.php?id=149>. We look forward to discussing ways in which we can work together.

Digital Contents - Potential Sponsors Letter

To Whom It May Concern,

Thank you in advance for taking the time to consider a partnership supporting the On-Demand Book Service project. There is a special need in First Nation communities for addressing the lack of libraries and a need for sponsoring book culture. The ODBS is a model that strives to bridge the gap by utilizing information technology and digital media. In November 2006, a workshop on "Digital Libraries for and with Aboriginal Communities" (DLAC) was organized to discuss the possibilities of digital libraries for First Nation communities. Participating community members attending the DLAC event heavily emphasized the need for physical books within First Nation communities. Contrary to expectations the need for books has not waned but intensified and the ODBS has the necessary functionality to provide print resources within networked communities.

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The ODBS initiative can trace its beginnings to the Internet Archive Bookmobile which is a digital library on wheels that can download and print out public domain books. As a current adaptation of this ongoing project the goal of ODBS is to establish permanent local centers for downloading high-quality digital copies of books, combined with equipment to print and bind the book on-site.

In order to accomplish our goals we need your support. <Organization name> has within its possession materials of informational value to our community. We would like to digitize and upload <books, documents > with your permission so that they can be made available to our users. We assure you that the On Demand Book Service will have restricted access, only those granted access to the system will be able to access your publications. In recognition of your contribution the ODBS team would be open to discussions on promotional ventures.

Please contact [] with any questions or comments about the ODBS project and ways that we can work together. Please consult our website and Q&A forum for further information regarding the On Demand Book Services project:

<http://meeting.knet.ca/moodle/course/view.php?id=149>. We look forward to discussing ways in which we can work together.

Appendix C: ODBS Information Session-Formal Letter of Invitation

[Date]

[Delegate Name]

[Address]

Dear [Delegate Name]

The Faculty of Information students, in the "Information and Culture in a Global Context" (FIS 2125) course, would like to invite you to attend the ODBS Information Session on April 9th, 2009, from 1:00-4:00pm. Along with co-instructors, Nadia Caidj and Adam Figer, the students have embarked on a feasibility study of an On-Demand Book Service (ODBS) project for remote and isolated First Nations in Northern Ontario. In partnership with members of these communities, the class has made great strides in moving the project forward and would like an opportunity to share their work, ideas and findings with you. The information session will be a hybrid meeting comprised of both a physical meeting for those in the Toronto area, and also available virtually via videoconferencing.

The purpose of the On-Demand Book Service is to support the joy of reading in rural and isolated First Nations communities within the context of learning, knowledge sharing and history recording. Using either free online content via a web portal that is developed by community members; or content developed by the local community, the user can create physical copies of texts using ODBS printing and bookbinding equipment. The benefits of the ODBS project include the ability to self-publish materials, promote community engagement, encourage a culture of reading/literacy and preserve cultural artefacts and expressions of ideas.

The event will bring together the various stakeholders involved in this partnership, including community members from the Beavertown Ojibwa First Nations Tribal Council, Chiefs, First Nations librarians and youth workers. During the ODBS Information Session, the class will present the findings, including digital content resources, community research analysis, systems design, and promotion/outreach plans. Furthermore, our partners from NO will also be able to reflect with us on the challenges and opportunities afforded by such partnerships, lessons learnt, and potential for projects such as the ODBS and other resources/services for addressing the information needs of the First Nations communities in Northern Ontario. For more information about the ODBS Project visit our website at <http://odbs.knet.ca>

We hope you will join us for this engaging event.

Toronto location: Bissell Building, University of Toronto, 140 St. George St., Toronto- Room 728

To help us in our planning, please RSVP by April 2nd, 2009 to ondemandbookservice@gmail.com

Please let us know if you will be joining us via videoconferencing. Details and technical instructions will be sent to you separately.

Sincerely,
Cathy

On behalf of the FIS 2125 Promotions Team
Cathy Johnson

Appendix D: ODBS Information Session-Invitation Email

Dear [Delegate Name]

The Faculty of Information students, in the "Information and Culture in a Global Context" (FIS 2125) course, would like to invite you to attend the ODBS Information Session on April 9th, 2009, from 1:00-4:00pm. Along with co-instructors, Nadia Caidi and Adam Egan, the students have embarked on a feasibility study of an On-Demand Book Service (ODBS) project for remote and isolated First Nations in Northern Ontario. In partnership with members of these communities, the class has made great strides in moving the project forward and would like an opportunity to share their work, ideas and findings with you. The information session will be a hybrid meeting comprised of both a physical meeting for those in the Toronto area, and also available virtually via videoconferencing.

The purpose of the On-Demand Book Service is to support the joy of reading in rural and isolated First Nations communities within the context of learning, knowledge sharing and history recording. The ODBS Information Session will bring together the various stakeholders involved in this partnership, including community members from the Jeevaayitnook Ojibwajanaak Tribal Council, Chiefs, First Nations librarians and youth workers. During the ODBS Information Session, the class will present their findings, including digital content resources, community research analysis, systems design, and promotion/outreach plans.

Furthermore, our partner from KO will also be able to reflect with us on the challenges and opportunities afforded by such partnerships, lessons learnt, and potential for projects such as the ODBS and other resources/services for addressing the information needs of the First Nations communities in Northern Ontario. For more information about the ODBS Project visit our website at <http://odbs.knet.ca>

We hope you will join us for this engaging event.

Toronto location: Bisse II Building, University of Toronto, 140 St. George St., Toronto

To help us in our planning, please RSVP by April 2nd, 2009 to ondemandbookservice@gmail.com

Please let us know if you will be joining us via videoconferencing. Details and technical instructions will be sent to you separately.

Sincerely,
Cathy

On behalf of the FIS 2125 Promotions Team
Cathy Johnson
Email: cathy.johnson@utoronto.ca

Appendix E: ODBS Information Session-FIS Announcements

FIS Events of the Week:

The Faculty of Information students, in the "Information and Culture in a Global Context" (FIS 2125) are holding an event on April 9th, 2009, from 1:00-4:00pm at 140, St. George St., Room 728. The ODBS Information Session will present the results of a feasibility study of an On-Demand Book Service (ODBS) project for remote and isolated First Nations in Northern Ontario. In partnership with members of these communities, the class has made great strides in moving the project forward and be sharing their work, ideas and findings. The information session will be a hybrid meeting comprised of both a physical meeting for those in the Toronto area at 140, St. George St., Room 728 and also available virtually via videoconferencing. For more information about the ODBS Project visit our website at <http://odbs.knet.ca>

Lightsnacks and refreshments will be provided.

FIS Announcement:

The Faculty of Information students, in the "Information and Culture in a Global Context" (FIS 2125) are holding an event on April 9th 2009, from 1:00-4:00pm at 140, St. George St., Room 728. The ODBS Information Session will present the results of a feasibility study of an On-Demand Book Service (ODBS) project for remote and isolated First Nations in Northern Ontario. In partnership with members of these communities, the class has made great strides in moving the project forward and be sharing their work, ideas and findings. The information session will be a hybrid meeting comprised of both a physical meeting for those in the Toronto area at 140, St. George St., Room 728 and also available virtually via videoconferencing. For more information about the ODBS Project visit our website at <http://odbs.knet.ca>

The purpose of the On-Demand Book Service is to support the joy of reading in rural and isolated First Nations communities within the context of learning, knowledge sharing and history recording. The ODBS Information Session will bring together the various stakeholders involved in this partnership, including community members from the [Teejaytinook Okimakanak](http://www.teejaytinookokimakanak.com) Tribal Council, Chiefs, First Nations librarians and youth workers. During the ODBS Information Session, the class will present their findings, including digital content resources, community research analysis, systems design, and promotion/outreach plans.

Furthermore, our partner from MO will also be able to reflect with us on the challenges and opportunities afforded by such partnerships, lessons learnt, and potential for projects such as the ODBS and other resources/services for addressing the information needs of the First Nations communities in Northern Ontario.

We hope you will join us for this engaging event. To help us in our planning, please RSVP to ondemandbookservice@gmail.com. Please let us know if you will be joining us via videoconferencing. Details and technical instructions will be sent to you separately.

Lightsnacks and refreshments will be provided.

Appendix F: ODBS Information Session-Agenda

FI 2125 ODBS Information Session Agenda

April 9, 2009 1:00-4:00pm

140 St. George St. Room 728
Toronto, ON

1:00-1:20	Meet and Greet/Displays and Demonstrations/Refreshments	
1:20-1:25	Welcoming Remarks	Nadia
1:25-1:35	Project Overview	Nadia
1:35-1:50	Keynote Address	Brian Beaton
1:50-2:00	The Making of the ODBS	Promotions
2:00-2:20	Presentation	Community Outreach
2:20-2:40	Presentation	Systems
2:40-3:00	Presentation	Digital Content
3:00-3:10	Presentation	Promotions
3:10-3:45	Hearing from Our Community Partners/Discussion	Nadia
3:45-4:00	Future/Closing Remarks	Nadia

Appendix G: ODBS Information Session-Poster

Come & Learn about....
The On Demand Book Service

WHEN :
APRIL 9, 2009

TIME: 1:00 - 4:00 PM

**WHERE: 140 ST. GEORGE ST.
BISSELL BUILDING RM 728,
TORONTO, ONT**

PLEASE RSVP TO:
ONDEMANDBOOKSERVICE@GMAIL.COM
VIDEO CONFERENCING AVAILABLE

THE ON DEMAND BOOK SERVICE

SEARCH PRINT MAKE READ

...ON DEMAND BOOK SERVICE: WHAT DO YOU WANT TO READ TODAY?

Appendix H: ODBS Information Session-Guest List

[Personal information has been removed due to privacy concerns.]

	Organization		Date sent	RSVP	Comments
	York University		Mar. 27/09	Yes	Maybe
	Chief Librarian, U of T Libraries		Mar. 27/09	Yes	Attending
	Internet Archives		Mar. 27/09	No	Away
	Dean, FI		Mar. 27/09		Detailed Letter
	First Nations House at U of T		Mar. 27/09		
	TPL branch on Spadina		Mar. 27/09		
	Libraries and Archives Canada		Mar. 27/09	No	On Vacation but if she finds video conferencing equip- maybe
			Mar. 27/09		
	KNET Meeting Place Developer @ K-Net Services.		Mar. 27/09		
	Knet		Mar. 27/09	Yes	VC
	Research Officer @ NRC-IIT.		Mar. 27/09	No	Away
			Mar. 27/09		
	OLSN folks		Mar. 27/09		
	First Nations Consultant (formerly @ OLS)		Mar. 27/09	No	Substitute?
	KW Library				
			Mar. 27/09		
	Knet		Mar. 27/09		
	Policy Analyst and Research Dir. KO Research Institute		Mar. 27/09		
	First Nations SchoolNet Youth Sandy Lake First Nation		Mar. 27/09	Yes	VC with Brian B.
	OISE		Mar. 27/09		
	YICT Worker, Big Grassy		Mar. 27/09		
	Multimedia Producer @ K-Net Services.		Mar. 27/09		
	Knet-Survey Respondent		Mar. 27/09	No	
	Survey Respondent		Mar. 27/09		
	Survey Respondent		Mar. 27/09		
	Librarian, Big Grassy		Mar. 28/09		
	YICT Worker @ Weagamow		Mar. 30/09	Yes	In Person? VC?

Appendix I: ODBS Information Session – Timeline

An organizational timeline is vital to keep track of important dates and events that must occur to plan and arrange the ODBS Information Session.

Date	Description	Responsible for	Comments
March 13	Create Poster for Faculty and Students to be posted in FIS	Michelle	Done
March 13	Book larger room for event	Michelle	Unavailable for 2nd
March 13	Create letterhead	Michelle	Technological difficulties
March 16	Draft invitation for delegates	Cathy	Done
March 16	Draft agenda	Cathy	Done
March 24	Obtain list of delegates	Cathy	Done
March 24	Contact Brian Walmark and Brian Beaton to review letter and DLAC List	Cathy	Done
March 26	Meet with Nadia and Adam	Cathy	Done
March 26	Contact Brian Beaton to ask if he will speak at event (possible short keynote)	Cathy	Done
	Agenda-Additional speakers where to put them on agenda?	Cathy	Done
March 26	Book larger room???	Cathy/Nadia	Booked- 728
March 26	Order food?	Cathy	Can this be done on April 2 nd ?
March 26	Book videographer to film event	Cathy	Asked promotions
March 26	Invitation letter approved	Cathy to F/U with Nadia/Adam	Done
March 26	Send out invitations via email to delegates/invitees	Cathy	Done
March 29	Post information to Moodle/ODBS Website	Erica	Done
April 2	Post posters in FIS	Cathy	Done
April 2	Contact Faculty via list	Nadia/Adam	
April 2	Contact F1 students via list	Cathy	Done
April 2	Finalize guest list	Cathy	RSVPs due back on 2nd
April 2	Share agenda with class	Cathy	In-class-Done
April 2	Inform class about presentation deadline	Cathy	In-class-Done
April 2	Contact Catering	Cathy	Done
April 6	Confirm Catering order	Cathy	
April 6	Revise RSVP List as necessary	Cathy	
April 7	Preload presentations on computer	Cathy	Nadia/Adam Is there a specific computer you would like us to use?
April 9	Class convenes at 1:00 /event begins at 1:20	All	In-class