

A decorative border composed of overlapping circles in three colors: green, red, and blue. The circles are arranged in a roughly circular pattern around the central text. The top row features two red circles, followed by four blue circles. The bottom row features four green circles, followed by four blue circles. The left side of the border is composed of five green circles. The circles overlap significantly, creating a sense of depth and continuity.

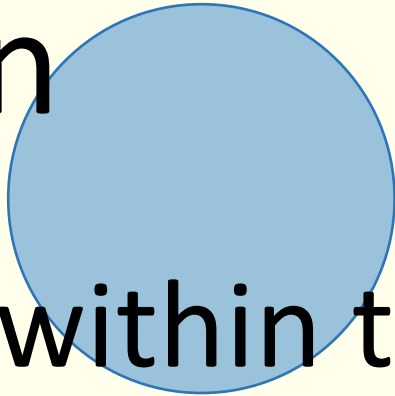
Project Planning

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Fundamental Questions

- What is the purpose of the digital collection? How does it align with your organization's strategic goals?
- What is the scope of the collection? How many items will be digitized? Will the collection continue to grow? What subjects will they cover?
- Who is the audience?

Selection for digitization



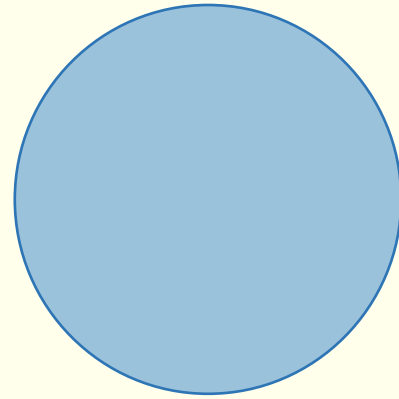
- Who will decide what falls within the scope of the project?
- Can items be handled and digitized without causing damage? Will any items require special equipment to digitize?
- Can digitization be outsourced?
- Not everything should be digitized!

Timeframe

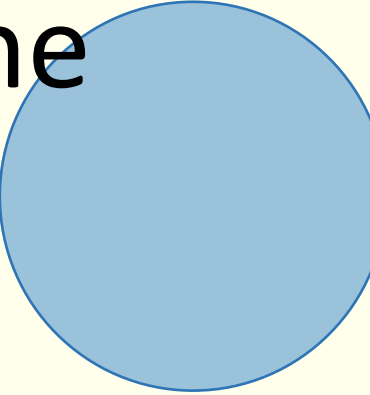
- How long will it take to complete each phase of the project?
- What milestones can you set?
- Are there hard deadlines to meet?
- Who is responsible for assuring that milestones and deadlines are met?

Outcomes and Assessment

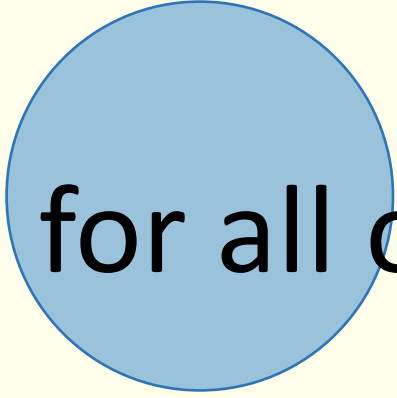
- What are the expected results of the project?
- How will the outcomes be measured?
- Are there ways for qualitative outcomes to be measured?



Budget

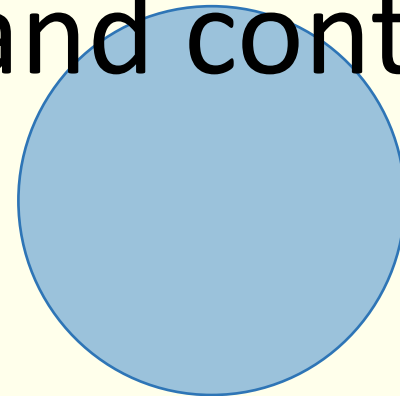
- What will the labor, digitization equipment, workstations, preservation strategy and asset management system cost?
 - Are there funding sources outside of the organization (grants, etc.) that can be tapped?
 - Are there strategic partnerships that can be made to share the costs?
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Copyright and Access Restrictions

- U.S. copyright law is designed to foster use in the commercial sphere. It does not recognize cultural stewardship or address ethical usage
 - Who owns the physical item? Who owns the intellectual rights?
 - Does access need to be restricted for all or some items?
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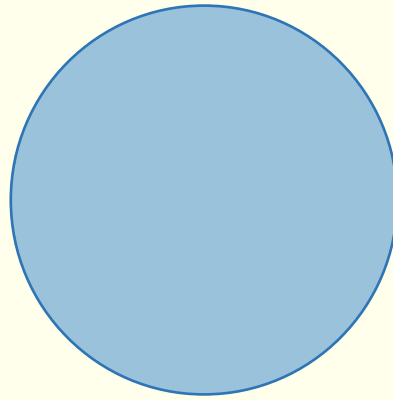
Access Strategies

- How will you share the digitized items?
- When choosing a digital asset management systems consider the needs of your audience
- DAMS provide access to the digitized item as well as intellectual access and context

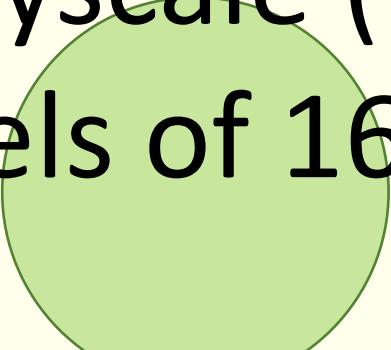


Preservation

- Estimate your space needs for all digital objects created
- 3-2-1 Rule
 - 3 copies saved in
 - 2 formats with
 - 1 offsite backup



Digitization Standards

- FADGI (Federal Agencies Digitization Guidelines Initiative) compliance
 - Pixel Array and Resolution depend on the size of the original
 - Grayscale or RGB colorspace
 - 8 or 16 bit grayscale (1 channel), 24 or 48 bit RGB (3 channels of 16 bit information) bit depth
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File Formats

- Use non-proprietary formats whenever possible
- Archival master files vs. Service master files vs. Web-deliverable files
- Lossless vs. Lossy
- RAW vs. TIFF vs. JPEG vs. PDF and PDF/A

File Naming

- Use a logical, systematic convention
- Keep it simple and consistent
- Keep it machine readable and platform neutral
- Use lowercase letters
- Avoid special characters such as & , * % # ; : () ! @ \$ ^ ~ ' { } [] \ ? < > -

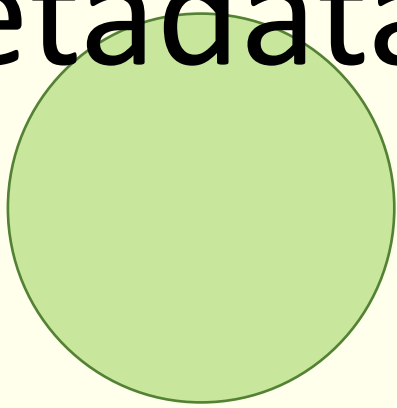
Equipment and Space

- What equipment do you need to digitize what you have?
- Find equipment that can digitize to the standards you are following
- Find a physical space that can accommodate your equipment and lots of room to prepare analog materials
- Light, temperature and humidity

Color Management

- Each piece of equipment should be objectively calibrated to ensure that the analog items is reproduced as accurately as possible
- Use color bars or targets when scanning
- General settings: 24 millions of colors, 2.3 gamma, 5500 degrees Kelvin for LCD monitors

Metadata



- Decide on a scheme that will allow interoperability while accommodating all the information you want to convey
- Decide on a strategy to record the metadata

Project Management

- Who will be responsible for coordinating and monitoring all parts of the process?
 - Tracking progress
 - Addressing roadblocks/questions
 - Ensure procedures are followed
 - Creating and update documentation
 - Coordinating staff training
 - Tracking on milestones and deadlines

Documentation

- DOCUMENT EVERYTHING!
 - Planning documentation
 - Digitization procedures
 - Item digitization tracking
 - Quality assurance tracking
 - Metadata procedures
 - Quality assurance tracking
 - Assessment procedures