

EXAMPLE

MASC Digitization Projects Planning and Documentation

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Digitization projects are complicated. Multiple factors affect the planning, implementation, and maintenance stages of these projects. Answering a series of questions during the pre-planning process identifies potential issues and provides solutions that can streamline and standardize digitization practices across individual projects as well as digital collections.

The following checklist consists of questions project leads should answer before beginning a digitization project. Some of the questions may not be relevant for every project, but should be considered. Each question includes prompts to help focus the discussion of the project team. The answers to these questions will be the basis for digitization policies and procedures, as well as a record of what was done and why. Answers should be as detailed as possible, even if **only one person** is working on the project. **If the person responsible for overseeing the project had to leave before completing it, did they leave enough information for someone else to finish it?** Would they be able to finish it in compliance with project recommendations?

Project policies and procedures documents, and references for the project team members will be saved in *lib2k\masc\Digitization\Digital Projects*. The folder should be named by Collection. If a collection has multiple projects, the projects will be kept in separate subfolders by project name and date. At the end of the project, all materials will also be archived in a metadata folder with the digitized images at *lib2k\masc2*.

- What is the main goal/ expected outcome of the project?
 - o *Availability? Preservation?*
 - o *The complete collection or just a selection? Why only a selection?*
 - o *Who is the audience?*
 - o *How will the material be used?*

- What is the deadline, or desired completion date, for the project?
 - o *"30 June 2021"; "Before the [x] anniversary celebrations next year", etc.*
 - o *How firm is the deadline?*

- Is there a budget?
 - o *i.e. "Not specifically"; "\$7000 grant expiring 30 June 2021"*

- Are there any issues in making the collection openly public?
 - o *Copyright? Cultural concerns?*
 - o *Do the images need to be watermarked?*

- Are there any issues in archiving the collection?
 - o *Size/number of files? Material not owned by WSU?*
 - o *Does Systems need to be Involved/Informed?*
 - o *(If there is any question, always consult with Systems, to be safe.)*

- Is there a Digital Asset Management system that is more appropriate to use?
 - o *CONTENTdm? Institutional Repository? Plateau Peoples Portal? Other?*
 - o *Why?*

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- Have parts of the collection been digitized before?
 - o *How was it done?*
 - o *How will the newly scanned material fit in with the previously scanned material?*
 - o *Does anything need to be updated?*
- How big is the entire collection?
 - o *# of Boxes & Feet of shelf space*
 - o *If only a selection being done, how big is that?*
- What is the collection comprised of? Give a detailed as possible listing of the composition of the collection.
 - o *Photos, letters, clippings, notecards?*
 - o *i.e. "100 photos, 1 20-page manuscript, 2 folders of misc. papers"; "1 box papers, 1 box photos & negatives"; "roughly 50% letters, 20% newspaper cuttings, 30% photos"*
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- Does the collection contain any material that needs special handling or processing? How much?
 - o *Glass negatives*
 - o *Negatives*
 - o *Extremely fragile*
 - o *Larger than the standard flatbed scanner's ability*
 - o *Bound material*
 - o *Embargoed material*
- Are there multi-paged or double-sided items?
 - o *i.e. 5 page articles, manuscripts, photos with info on back*
- Are there any particular/peculiar scanning expectations?
 - o *i.e. processed photographs as well as/instead of negatives; Black and White not color; Scanned at higher/lower resolution than 600 dpi*
 - o *Why?*
- What information about this collection is important and/or should be emphasized?
 - o *What's special and/or cool about the material?*
 - o *What would researchers need to know to find the material?*
 - o *What would researchers want to know about the material?*
- What information/metadata should be included?
 - o *Names, dates, locations, subjects, descriptions?*
 - o *What is the minimum required information?*
- Is the original numbering/ordering important?
- Is a transcription of any text wanted?
 - o *All of it? Only specific material?*
 - o *How important is accuracy?*
- What are the quality control standards?
 - o *For the scanned images? The metadata?*
 - o *How will they be assessed and/or evaluated?*

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- Who is responsible for what in the project?
 - o *When something needs to be adjusted, who makes the final decision?*
 - o *Who decides the detailed processing steps, who can change them if needed?*
 - o *Who is responsible for quality control, who can adjust the standards if needed?*
 - o *Who does the processing steps?*
 - o *Who creates the metadata?*
 - o *If there are time slip employees, who is their supervisor? Project leader?*

- After the project is complete, will there be an evaluation of the process?
 - o *Problems encountered, lessons learned, questions unanswered*

Bibliography/References

There is a large body of regional and national guidelines for specific steps in a digitization project. The following list of references and examples should be used when creating the policies and procedures for each project.

Materials, deadlines, audience, and project team members effect policies and procedures needed for each project. While some material may not always be appropriate for a specific project, the appropriate national, Orbis Cascade Alliance, and WSU standards must be followed in all projects where they apply. Documents in this regard relevant to these standards are listed in **bold**.

Documentation and Evaluation

Federal Agencies Digital Guidelines Initiative (FADGI) Guidelines: Digitization Activities - Project Planning

<http://www.digitizationguidelines.gov/guidelines/digitize-planning.html>

Nevada Statewide Large-scale Digitization Workshop, Funded by LSTA, May 10, 2019

- How to Plan a Digitization Project
- Digitization Plan Template
- Example Digitization Plan
- ENT Workflow
- UPR Lessons Learned

https://drive.google.com/drive/folders/1DMqZ_9GyaaEfHaHdf6T2xNM4EYHxW2hE

Document Processing and File Preservation

Federal Agencies Digital Guidelines Initiative (FADGI) Technical Guidelines for Digitizing Cultural Heritage Materials – Specific to still images

<http://www.digitizationguidelines.gov/guidelines/digitize-technical.html>

Alliance Digital Collections Documentation

<https://www.orbiscascade.org/digital-collections-documentation/>

BCR's Digital Imaging Best Practices

<https://sustainableheritagenetwork.org/system/files/atoms/file/bcrcdplmagingBP.pdf>

Federal Agencies Digital Guidelines Initiative (FADGI) Guidelines – Includes other materials

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<http://www.digitizationguidelines.gov/guidelines/>

Nevada Statewide Large-scale Digitization Workshop, Funded by LSTA, May 10, 2019

- LSTA workshop UPR Digitization Project Workflow

https://drive.google.com/drive/folders/1DMqZ_9GyaaEfHaHdf6T2xNM4EYHxW2hE

Sustainability of Digital Formats: Planning for Library of Congress Collections

<https://www.loc.gov/preservation/digital/formats/index.shtml>

Item Metadata

Alliance Dublin Core Best Practices

<https://www.orbiscascade.org/dublin-core-best-practices/>

Alliance Digital Collections Documentation

<https://www.orbiscascade.org/digital-collections-documentation/>

Extension Publications Metadata Element Guide (WSU email needed to view) – An example of how the Alliance Dublin Core Best Practices have been applied at WSU.

https://emailwsu.sharepoint.com/:w:/s/libinternal/TS/EVdGxNUt_bdHp3r2fpXrug0BnTeq8PIF3Jlb_ShV5Ay4Eg

Nevada Statewide Large-scale Digitization Workshop, Funded by LSTA, May 10, 2019

- MAP Guide – Students and Staff
- UPR Prioritized CV Terms

https://drive.google.com/drive/folders/1DMqZ_9GyaaEfHaHdf6T2xNM4EYHxW2hE

Other Useful Information

Digitization Cost Calculator

<https://dashboard.diglib.org/>

A Framework of Guidance for Building Good Digital Collections – NISO

<https://www.niso.org/publications/framework-guidance-building-good-digital-collections>

Well-intentioned practice for putting digitized collections of unpublished materials online. - OCLC

<https://www.oclc.org/content/dam/research/activities/rights/practice.pdf>