



# Quality Control for Digitization Projects

## Digital Stewardship Curriculum

# Quality Control

- Multi-step process
- Add to multiple parts of your workflow
- Match QC to project goals
- Start QC planning from beginning - in policies and project workflows
- Document QC

- Digitize ONCE
- Approval for making public, metadata - checking cultural accuracy to typos, image/audio/video quality
- Making sure all items stand up to the STANDARDS that you set out at the beginning of the project

# Quality Control Questions

- Who should do QC?
- What are we looking for during QC?
- How much should we check?
- How often should we check?

- Who? Person doing work, person who understands specifications,
- What? Based on format, project goals
- How much? Depends on size and scale of project. Choosing a percentage is often helpful.
- How often? Similar to above...but also fitting in with your schedule and others

# Stages or Roles in Quality Control

Staff member doing digitization:

- QC While creating
- QC After completing a batch
- Before or after uploading

- If you have more than one person available, you may consider doing two or more stages of QC
- Staff working on the digitization directly might include some QC work - this can happen in different ways
  - QC while creating
  - QC after completing a batch (by number of items, or time period - daily, or weekly, etc.)
  - QC before or after uploading to a storage server, collections database, or digital repository

# Stages or Roles in Quality Control

## Supervisor:

- Create checklists/steps to refer to for specs and metadata
- QC Second pass by supervisor, or other staff
  - Controlled QC environment
- Before or after uploading

- A supervisor would create the PROCESS of QC - and any support needed such as a checklist or target specifications, and to check up on other staff doing QC to make sure their role is completed
- A supervisor may do a second pass
- A controlled QC environment can be important - a supervisor would be responsible for making sure staff have the right equipment for checking accurately
  - Consider audio - quality of headphones or speakers needed?
  - Images - consider purchasing a calibrated monitor to see accurate colors and tones, AND/OR, consider the end user device.
    - For example, if people will only be viewing on a mobile device, this is different than a high resolution monitor.
- Supervisor may have uploading duties.

# Examples for Quality Control

- Storage/organization
- Integrity
- Technical specs
- Metadata
- Visual/audio inspection

## SHN resource:

- Guide to Quality Control and Quality Checklists  
<https://sustainableheritagenetwork.org/digital-heritage/guide-quality-control-and-quality-checklists>

- Files are where they are supposed to be (and named how they should be) - preservation/access/web ready
- Files remain the same - digital preservation information
- Make sure that the specs that you decided are applied - resolution, bit rate, file format
  - Information about the video - present and correct
  - Watch and listen to parts of the file
  - Check after upload
- Resources available on SHN

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