

Digital project planning



Questions to consider

- Who is the audience? What do they want?
- What content and formats are going to be included in the collection and why?
- How many items will be in the collection? Are all the images of a quality that we would want to put them online?
- Do you know what rights are available; do you know who holds the rights?
- What will it take in terms of staffing and resources to complete this project and who will do it? Have you spoken with them about their participation?
- Are there outside partners involved? Do they understand their role? Are they willing to sign a partner agreement?





















IMLS (2014-): Digital Content

Click on a section below to edit it at any time.

 = Complete

* = Mandatory

Template Outline

-  I. Mandatory for all projects
 -  I. A) Copyright and intellectual property
 -  **IA.1) Copyright/IP Status**
 -  I.A.2) Ownership Rights
 -  I.A.3) Privacy/permissions
 -  II. Creating Digital Content
 -  II.A) Creating new digital content
 -  II.A.1) Description / file formats
 -  II.A.2) Software / Equipment
 -  II.A.3) File formats / Quality standards
 -  II.B) Digital Workflow and Asset Maintenance/Preservation
 -  II.B.1) Quality Control Plan
 -  II.B.2) Preservation plan
 -  II.C) Metadata
 -  II.C.1) Preservation plan
 -  II.C.2) Description
 -  II.C.3) Metadata sharing
 -  II.D) Access and Use
 -  II.D.1) Public access
 -  II.D.2) Examples

Instructions

Links

What will be the copyright or intellectual property status of the content you intend to create? Will you assign a Creative Commons license to the content? If so, which license will it be?

Guidance

box size: [small](#) | [medium](#) | [full](#)

If you are collecting or creating new software tools or applications and/or digital research data, you must also complete the questions in those IMLS template(s).



Cancel Changes

Save Response

Save and Next

DMPTool

<https://dmptool.org/>

Agreements - Content Provider

- Manage collection development and set priorities for digitization of resources.
 - Secure funding for digitization of their resources.
 - Digitize resources into acceptable format(s) following MWDL standards, either in-house or via outside digitization service.
 - Assure and clearly designate usage rights according to requirements listed above.
 - Assure privacy and other legal considerations.
 - Assign metadata according to requirements and standards established by the MWDL.
- Notify MWDL when new collections are ready for harvest and promotion.

Agreements - service provider

- Advance and manage the infrastructure for a centralized index and tiered hosting structure. □
- Conduct outreach to potential partners, and promote the goals of the MWDL. □
- Ensure adherence to guidelines and policies of the MWDL. □
- Pursue additional funding opportunities for digital collections. □
- Pursue funding to expand personnel and services provided by the MWDL. □
- Provide opportunities for training related to creating and managing digital collections.

Digitization standards

Federal Agencies Digitization Guidelines Initiative

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

Maintaining file functionality over time

Complete and open documentation

Platform independence

Wide adoption

Non-proprietary (vendor-independent)

No “lossy” or proprietary compression

No embedded files, programs or scripts

No full or partial encryption or password protection

Format	Highest Confidence	Medium Confidence	Lowest Confidence
Text	<ul style="list-style-type: none"> Plain text – US-ASCII, UTF-8, UTF-16 with BOM (.txt, text/plain) SGML with included DTD (.sgm, .sgml; application/sgml) XML with included schema (.xml; text/xml) PDF/A-1 – ISO 19005-1 (.pdf; application/pdf) 	<ul style="list-style-type: none"> Plain text – ISO 8859-x (.txt; text/plain) Rich Text Format 1.x (.rtf; text/richtext) Cascading Style Sheets (.css; text/css) HTML (.html, .htm; text/html) LaTeX with referenced files (.latex; application/x-latex) Open Office (.odt, .sxd; application/vnd.oasis.opendocument.text, application/vnd.sun.xml.writer) OOXML (.docx; application/vnd.openxmlformats-officedocument.wordprocessingml.document) PDF with fonts embedded (.pdf; application/pdf) 	<ul style="list-style-type: none"> Microsoft Word (.doc; application/msword) WordPerfect (.wpd; application/vnd.wordperfect) all others
Raster Graphics	<ul style="list-style-type: none"> TIFF – uncompressed (.tiff; image/tiff) JPEG2000 – lossless (.jp2; image/jp2) PNG (.png; image/png) 	<ul style="list-style-type: none"> TIFF – compressed (.tiff; image/tiff) JPEG (.jpg; image/jpeg) JPEG2000 – lossy (.jp2; image/jp2) GIF (.gif; image/gif) Digital Negative DNG (.dng; image/tiff) BMP (.bmp; image/x-ms-bmp) 	<ul style="list-style-type: none"> PhotoShop (.psd; application/x-photoshop) MrSID (.sid; image/x-mrsid) RAW files all others
Vector Graphics	<ul style="list-style-type: none"> SVG – no Java script binding (.svg; image/svg+xml) 	<ul style="list-style-type: none"> Computer Graphics Metafile (.cgm; image/cgm) 	<ul style="list-style-type: none"> Encapsulated Postscript (.eps; application/postscript) Macromedia Flash (.swf; application/x-shockwave-flash) all others
Audio	<ul style="list-style-type: none"> AIFF – PCM (.aif, .aiff; audio/aiff) WAV – PCM (.wav; audio/x-wav, audio/wav) 	<ul style="list-style-type: none"> SUN audio – uncompressed (.au, .snd; audio/basic) Standard MIDI (.mid; audio/midi) Ogg Vorbis (.ogg; audio/ogg) Free Lossless Audio Codec (.flac; audio/x-flac) MP3 (.mp3; audio/mpeg, audio/mp3) Advance Audio Coding (.mp4; audio/mp4, audio/m4a) 	<ul style="list-style-type: none"> AIFC – compressed AIFF (.aifc; audio/aiff) RealAudio (.rm, .ra; audio/vnd.rn-realaudio, application/vnd.rn-realmedia) Windows Media Audio (.wma; audio/x-ms-wma) WAV – compressed (.wav; audio/x-wav, audio/wav) all others
Video	<ul style="list-style-type: none"> AVI – uncompressed (.avi; video/avi, video/msvideo, video/x-msvideo) Motion JPEG 2000 (.jp2; video/mj2) QuickTime – uncompressed, motion JPEG (.mov; video/quicktime, video/x-quicktime) 	<ul style="list-style-type: none"> MPEG-1, MPEG-2 (.mp1, .mp2; video/mpeg, video/mpeg2) MPEG-4 (.mp4; video/mp4) Ogg Theora (.ogv, .ogg; video/ogg) 	<ul style="list-style-type: none"> Windows Media Video (.wmv; video/x-ms-wmv) RealVideo (.rm, .rv; video/vnd.rn-realvideo, application/vnd.rn-realmedia) all others

SIPOC diagram

Supplier

Input

Process

Output

Customer

Supplier

Curator
 Librarian
 Faculty
 Media Services (John)
 Special Collections (Heath)
 MIG
 ITS (Anne)
 Special Collections (Kris)
 ITS (Craig)
 Preservation (Moral)
 Preservation (Colleen)
 Preservation (Katie)

Assessment
 Financial Services (Kenny)
 Financial Services (Assessment)
 Assessment

Input

Grant Submission
 Diagrams
 Skills (Victoria)
 Content
 User exp design
 Data Dictionary Skills
 Digitization Knowledge (Photography)
 Special Preservation Knowledge (Skills)
 Digital Preservation Knowledge (Skills)
 Digitization Knowledge (Skills)

Process

Planning

Determine needs or Acquire rights
 Selection
 Funding
 Apply for funding
 Consultation
 Create data dictionary
 Public Access mechanism
 Derivatives needed?
 Storage

Implementation

Prepare materials
 Digitize
 Upload
 Add metadata
 Publish
 Presentation Treatment needed?

Sponsorship

Create FIP
 name + storage
 Archive
 Update
 Archive
 make reports

Evaluation

Asset use

Output

Data Dictionary
 Internal use only (subdiary)
 Campus use only (access)
 General access files (spa)
 Presentation quality files
 License
 Submission (to Backbone CSIP)
 Archival (to Package CAID)
 Presentation Files (ready to be digitized)
 Website
 Creative materials
 Updated Funding Report
 Program Reports

Customer

Curator
 Faculty
 Donor
 General Public
 Preservation (Moral)
 Library Admin
 Public Service Desk staff
 Future Users
 IDO (Resource Interface)
 Dig Pres Network
 Funding agencies