

DIGITAL PROJECT PLANNING MANUAL

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Goals of project- check all that apply

Preservation	Access
☐ Limit use of originals ☐ Discard / replace originals ☐ Conserve originals as part of process ☐ Provide ongoing and permanent access to digital surrogates	☐ Make material widely available ☐ Make material available to a limited audience (password protected) ☐ Improve functionality of original object through zooming ☐ Improve functionality of original object through OCR

Selection Criteria

Selection
☐ Support teaching or research (scholarly activities) ☐ Space savings in your institution (moving analog material off-site) ☐ Collection based ☐ Collaborative/consortial initiative (For example, <i>Tools of History or MOA</i>) ☐ Promotion ☐ Exhibitions/ publications ☐ Preservation

Copyright & Digital Rights

Copyright
☐ Pre-1923 objects ☐ Post-1923 objects ☐ Mixture of pre & post 1923 objects ☐ Donor / provenance agreement to digitize & make available

Material Assessment

Conservation & Handling	Format	General Characteristics
☐ Requires conservation treatment prior to digitization ☐ Requires conservation treatment post-digitization ☐ Requires special handling	☐ Slides ☐ Photographs ☐ Monographs ☐ Manuscripts ☐ Maps ☐ Negatives ☐ Glass-plate negatives	☐ Grayscale ☐ Color ☐ Text- clean, consistent ☐ Text- problematic, inconsistent density, foxing or mold ☐ Highly detailed ☐ Oversized ☐ Tightly bound

Metadata Assessment

Collection Metadata	Metadata types	Use cases	Project metadata
☐ Existing metadata in catalog record ☐ Existing metadata in separate database ☐ Existing collection level metadata ☐ Existing item level metadata ☐ No existing metadata	☐ Dublin-core ☐ VRA 4.0 ☐ MARC ☐ EAD ☐ Other	☐ Full-text search using OCR ☐ Keyword search on added metadata ☐ Browse functionality ☐ Chapter indexing ☐ Image indexing	☐ Administrative ☐ Descriptive ☐ Technical ☐ Preservation

Audience

Users	Use cases
☐ Teachers ☐ Researchers ☐ Students ☐ Global audience ☐ Local audience	☐ In class use ☐ Dynamic zoom ☐ Full-text search ☐ Web 2.0 (tagging, exporting, sharing) ☐ Presentations ☐ Reprint / publications ☐ POD

Preservation Strategy

Strategy	Requirements	Commitment
☐ Long-term preservation - Continued access to digital materials, or at least to the information contained in them, indefinitely. ☐ Medium-term preservation - Continued access to digital materials beyond changes in technology for a defined period of time but not indefinitely. ☐ Short-term preservation -	☐ Triple redundancy ☐ Back-ups ☐ Migration ☐ Refreshing	☐ Institutional commitment secured for preservation plan ☐ Preservation policy in place

Access to digital materials either for a defined period of time while use is predicted but which does not extend beyond the foreseeable future and/or until it becomes inaccessible because of changes in technology.		
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Funding

Funding source
☐ Grants ☐ Internal Funds ☐ Hybrid ☐ Funds for ongoing maintenance (past project completion) ☐ Other

Digitization Requirements

Master image	Access image
☐ DPI : ☐ Bit depth: ☐ Color Space: ☐ File format: ☐ Compression: ☐ Filenames:	☐ DPI : ☐ Bit depth: ☐ Color Space: ☐ File format: ☐ Compression: ☐ Filenames:

Hardware & Software requirements

Hardware	Software
☐ Flatbed scanner ☐ Overhead scanner ☐ Bound-book scanner ☐ Slide Scanner ☐ ICE or ROC ☐ Color management devices ☐ Color calibrated monitor ☐ Workstations ☐ Network capacity ☐ Storage (with redundancy) ☐ Other	☐ Photoshop ☐ OCR ☐ PDF generator ☐ Color management software ☐ Project management software ☐ DAM ☐ Other

Space Requirements

Space
☐ Temperature & humidity controlled ☐ Darkened workspace- no mixed light (required for overhead cameras) ☐ Multiple workstations

Delivery Mechanism

Requirements:	Access to collection via:
☐ Zoom for visual images ☐ Full-text search ☐ Chapter headings & image tagging ☐ Output to PDF, Powerpoint, or other presentation module ☐ Password protection ☐ Other	☐ ARTStor ☐ Luna ☐ Content DM ☐ DLXS ☐ Greenstone ☐ D-Space ☐ Fedora ☐ Other