



Checklist for Digitization Projects

Updated April, 2003

This checklist should be completed by content holders wishing to undertake a digitization project in collaboration with the Digital Research Library. Each question should be answered in writing and submitted to the coordinator of the Digital Research Library. Answers to the questions below will provide a starting point for developing a project proposal, if necessary.

Overview

1. Name and contact information of person(s) serving as project representative from content holder.
2. Please provide a short, narrative description of the digital resource that this project will create. Indicate which components will be hosted by the DRL, and which of the following collection types will be created: image, full-text, bibliography.

Source Materials and Selection

3. What specific source materials are being proposed? In whose charge are they? What is the extent (i.e. number, type, physical size) of the items to be digitized? What is the extent of the collection from which they are drawn? What is their physical condition? If texts, what languages are represented?
4. What criteria will determine selection? Who will be responsible for selection?

Copyright and Permission

5. Is any of the proposed material under copyright? If "no", can this be verified (either by date or by checks with the US Copyright office)? If "yes", does the University of Pittsburgh have permission to publish and reproduce the material? Estimate the number or proportion of items that might need formal copyright clearance or permissions. Do any access restrictions need to be placed on any of the material?

Audience and Use

6. Who is the primary audience for this project? Are there new audiences for the digital editions? If applicable, please indicate the name and size of classes, academic units, or departments expected to use the resource.

7. How have the source materials been used in the past? What added value will the digital editions provide? What are important "access points" for items in the digital collection? What research methodologies will the digital editions support?
8. How does the proposed project fit in with existing projects at the University Library System, the University of Pittsburgh, at other institutions, or within its discipline? Is it complementary, or a completely new initiative? What method is there for checking for duplicative effort?

Handling and Preservation

9. What pre-scanning preparation and preservation processes, if any, need to be applied to the materials? What preservation formats are desired as by-products of the conversion (reformatting)? Can textual material be disbound? Indicate any need for acid free paper facsimiles or electronic media (e.g. CD-ROM) output supplementary to the Web-based product.

Metadata

10. Do metadata for the items exist? Do they exist in electronic form? For text items, are MARC records available? How much time and resources would be required to obtain appropriate metadata? Would metadata for the digital objects need to be distributed to other resources (e.g. bib records in library catalog)?

Funding

11. What funding is available or anticipated for this project (e.g. federal grant funding, private funding)?

Project Logistics

12. What is the time frame for the project? (Indicate desired beginning point and expected end date.)
13. Who will likely form the project team? Who will lead the project? What knowledge and skills do they bring? What knowledge and skills do they need to acquire in order to participate in planning and implementation? Can the content holder provide personnel to assist in processing material and/or preparing it for scanning?

Completion and Outcomes

14. What will constitute an ending point for this project? What resources need to be devoted to maintaining this project after completion (e.g. answering user questions, data migration)?
15. What are the desired outcomes for this project (i.e. its effects on its audience)? How can the success or failure of these outcomes be measured?