Introduction

This document offers practical advice to institutional partners involved in the “Building Collections” collaborative digital library initiative. It takes the form of a checklist of strategic issues that need to be addressed when implementing digitization efforts at partner institutions.

I. Selection for digital conversion

☐ Have you determined why you want to digitize?
☐ Do you have a clear understanding of the potential benefits it will offer and to whom they will be offered?
☐ Do you have a clear understanding of the needs of the intended user community?
☐ Do you know the status of access aids (degree of completion and readiness of metadata)?
☐ Have you assessed the physical condition of materials for digital conversion?
☐ Have you assessed the copyright of materials for digital conversion?

II. Plan the approach to digitization

☐ Have you developed a plan for collection preparation?
☐ Have you completed an evaluation of the physical condition of material for digital conversion with recommendations?
☐ Have you determined the physical size (number of characters, images) and special production requirements?
☐ Have you reviewed the document Scanning Guidelines and File Naming Conventions?
☐ Have you drafted a restriction statement to accompany the online collection?
☐ Do you have required metadata for the creation of Dublin Core metadata, or does the material provide enough information for the creation of that metadata?

III. Produce digital collection and metadata

☐ Prepare targets.
“Building Collections, Building Services, and Building Sustainability”

- Prepare scanning instructions specific to collection.
- Train staff hired to scan materials.
- Check to ensure that monitor, scanner, and capture/editing software is calibrated.
- Scan collection(s).
- Follow instructions for processing master and derivative images.
- Archive master images and metadata on CD ROMs and backup on second hard drive.
- Review images for quality.
- Coordinate rework.
- Items stored.

IV. Storing in CONTENTdm framework
- Draft interface components.
- Create mockup of HTML document.
- HTML mockup approved.
- Review HTML framework for accuracy and completeness.
- Framework completed.
- Store thumbnail and larger image in CONTENTdm.
- Review metadata associated with each image for accuracy.
- Upload final image and metadata to server using CONTENTdm acquisition client.

V. Test and refine
- Review assembled collection for accuracy and completeness.
- Test links.
- Make any necessary changes.
- Testing completed.

VI. Release Collection
- Provide links to collection on library website.
“Building Collections, Building Services, and Building Sustainability”

☐ Release digital collection to the public.

VII. Update on regular maintenance and update schedules