"Building Collections, Building Services, and Building Sustainability"

A Project Planning Checklist
Adapted from NDLP Project Planning Checklist
Library of Congress, last updated January 1997

September 22, 2005

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.

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- ❏ 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.

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❑Release digital collection to the public.

VII. Update on regular maintenance and update schedules