**Digitization Project Plan**

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## **Project Summary**

|  |  |
| --- | --- |
| **Name and A&M number of collection being digitized:** |  |
| **Brief collection description:** |  |
| **List of items, folders, or boxes being digitized:** |  |
| **Anticipated project timeline:** | * Project start: * Project end: * Relevant dates to the project timeline (exhibits, grant deadlines, etc.): |

*What resources are needed to complete this project? Use the following table as a guide.*

|  |  |
| --- | --- |
| **Resources** | **Response** |
| Hardware (e.g. scanner, digital camera, computer, physical file storage drive) |  |
| Software (e.g. for online access, image editing, OCR) |  |
| File Storage (estimate total storage) |  |
| Staff |  |
| Vendor |  |
| Other |  |

*Are there any resources needed that are not currently possessed by the WVRHC? Is there a plan to acquire those resources?*

## **Metadata Creation**

### **General Questions**

*Is metadata outside of file naming conventions being created for this collection? At what level (collection, folder, or item) is metadata being created?*

*Who will be creating this metadata and what schema is being used?*

*Does any metadata already exist for these materials? Is this metadata being reused?*

### **Copyright**

*Based on the Deed of Gift or Loan paperwork, was copyright transferred to the WVRHC along with the physical materials?*

*Is the copyright status for materials roughly homogenous in nature, or are there multiple groups of records that require separate copyright analyses? If separate, outline the groups of materials.*

*Based on the Cornell University Library's Copyright Services page* [*"Copyright Term and the Public Domain in the United States,"*](https://guides.library.cornell.edu/copyright/publicdomain) *are the materials or groups of materials in the public domain?*

*Based on the prior information, what* [*RightsStatement.org statement(s)*](https://rightsstatements.org/page/1.0/?language=en) *should be applied to the materials?* [*Rights Review: An approach to applying Rights Statements from RightsStatements.org*](https://conservancy.umn.edu/handle/11299/226279) *may be a helpful resource.*

*If materials are under copyright, is there a case for making the digitized version of materials accessible based on Section 108 library and archives exceptions under US copyright law (see* [*flowchart and checklist*](https://guides.library.illinois.edu/digitizationoflibrarymaterials/makingcopyrightdeterminations) *from Copyright and Cultural Heritage Institutions by Hirtle, Hudson, and Kenyon)? What specific exception is being used, and what are the access requirements of this exception?*

*If there is no case for a Section 108 exception, is there a reasonable case for a Section 107 Fair Use exception given the nature of the digitization project (see* [*Hirtle, Hudson, Kenyon, Copyright and Cultural Institutions*](https://ecommons.cornell.edu/bitstream/handle/1813/14142/Hirtle-Copyright_final_RGB_lowres-cover1.pdf?sequence=2&isAllowed=y#page=100&zoom=100,70,86) *(Cornell Univ. Library 2009))?*

*If neither Section 108 nor Section 107 apply, what steps have been taken to identify and contact the copyright holder to gain permission to digitize and make accessible the materials?*

*Summarize the copyright implications for the project based on the above questions:*

### **Access and Restrictions**

*Are there donor restrictions on access to all or part of the collection? What are those restrictions? This may include a period of closure or might involve a special form.*

*Is there any content present within the materials being digitized that can be understood as Personally Identifiable Information (PII), such as addresses, phone numbers, social security numbers, financial information (such credit card or bank account information), medical information (or records that may fall under HIPAA), or other information that may not be suitable to make available digitally? If so, what content is present and what is the plan for redacting or protecting this information?*

*Are there cultural or ethical issues that may impact whether these materials are made freely available? These issues may include culturally sensitive tribal information, materials that depict graphic violent or criminal acts (including human rights violations), or materials that are racist or further harm toward marginalized groups.*

*Are there student records that may fall under FERPA? If so, what content?*

*Based on the review in this section and the Copyright section, are any of the following restrictions applicable to the content?*

* Copyright
  + Outline copyright status:
* Cultural or Ethical
  + Outline cultural or ethical concerns:
* Privacy (PII)
  + Outline privacy concerns:
* Legal (HIPAA, FERPA)
  + Outline legal concerns:
* Donor restrictions
  + Outline of restrictions:

*Do these restrictions impact all or only some of the content? If only some, explain which content.*

*How will access to these materials be supported or mediated based on the considerations for the Copyright and Access and Restrictions Sections? Summarize the access decision with regard to the digitized materials and why it was chosen:*

* Original file freely available via digital repository
* Redacted file freely available via digital repository
* Metadata public on digital repository, file private in digital repository and accessible by request
* Files cannot be made available in digital repository until a set date
* Files can only be accessible on premises within the library or archive

*Decision summary:*

### **Collection-Level Metadata Template**

*Title of collection (including A&M number):*

*Date (Range):*

*Subject and Geographic Terms:*

*Subjects –Topical:*

*Personal Names:*

*Corporate Names:*

*Family names:*

*Geographic:*

*Titles:*

*Acquisition--Source:*

*Acquisition: Method:*

*Acquisition--Date:*

*Medium:*

*Collection -- A&M No.:*

*Administrative Notes:*

### **Item Level Metadata Template**

Note: this is to be used in a future workflow. It is not to be used with MFCS.

Download and use the [Digital Repository Metadata Template](https://westvirginiauniversity.sharepoint.com/:x:/s/DigitalArchivesWork/EaXYCkQcqSJBqKHT-j4LKhkB52ffsYyI4Z1ZzCGqu0uszg?e=5GViZY) to collect item level metadata. The identifier for each item is the file name. If an item has more than one file associated with it, use the root file name as the identifier. For example, a multi-page document might have 2828\_01\_01\_01\_01.tiff as a file name for page one of an item in collection 2828 box 1, folder 1, item 1. Use 2828\_01\_01\_01 as the identifier, indicating that metadata record is describing 2828 box 1, folder 1, item 1.

Save the spreadsheet to the same folder where all digitized materials are being housed.

## **Digitization**

*What format(s) of materials will you digitize? (I.e., negatives, books, VHS tapes, etc)*



### **Settings**

Consult the [Digitization Standards Document](https://westvirginiauniversity.sharepoint.com/:w:/s/DigitalArchivesWork/ERetut-00zFLrfzBdh6qeH8BcOrycJwJuSpt2L7oZE5yxA?e=pefkO1) for information about recommended settings. In the table below, input the actual settings used during digitization for each format identified above. Change the column heading, I.e., “Format 1,” to the relevant format type.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Format 1** | **Format 2** | **Format 3** |
| **Type** (text, image, sound, video as relevant) |  |  |  |
| **Equipment Used** |  |  |  |
| **Software Used** |  |  |  |
| **Resolution/Frequency** (dpi, kHz, include bit-depth) |  |  |  |
| **File Format** (TIFF, PDF, WAV) |  |  |  |
| **Bit Depth** (1, 8, 16, 24, 48) |  |  |  |
| **Other Settings** (as applicable) |  |  |  |

### **Filenaming Conventions**

*Which file naming convention will you use for this project?*

* Existing box/folder numbers
* Existing item-level accession numbers or other ID numbers
* Other. Describe:

*Are files being nested into different folders or is a folder organization structure used? If so, how?*

*Example file name(s):*



### **File Management**

*Where will files be saved while digitization is taking place?*

*How will you organize and back up your working files while this project is in progress?* *For example, if a project lasts more than a week will the drive be given to the Digital Archivist to do an interim upload?*

### **Post Processing**

*What type of editing (e.g. cropping, deskewing) will be done?*

### **Quality Control**

Quality control will involve checking for the following:

* Files are saved in the correct file format and can be opened and viewed properly
* Files are saved in the correct location as outlined in the File Management section
* The number of files and file names are accurate
* The files are not skewed or illegible
* There are not any cropping issues

To verify the above for image files, tools such as going to File Explorer->View (on the upper toolbar)->Extra Large Icons (in the layout section of the toolbar) can provide a visual method of checking.

For video and audio files, opening and verifying that files play and playback is correct is necessary. It is only possible to do this for a sample of items due to time constraints. Aim for approximately 10% of the total digitized files.

Flag all errors to the Digital Archivist, being sure to include the name(s) of the impacted files as a reference.

## **Outreach and Marketing**

*How will you promote this project to your audiences?*

* Highlight items on social media
* Host in-person events (lectures, exhibitions, etc.)
* Press release to local media
* Share elsewhere on the web (our website, Wikipedia, etc.)
* Other:

## **Roles, Responsibilities, and Project Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Activity** | **Responsible Person(s)** | **Deadline/Date Completed** |
| **Project Management** | Managing project timeline, budget, and  documentation |  | * Deadline: * Date completed: |
| Notes: | | |
| Selecting, assessing, and prioritizing  materials |  | * Deadline: * Date completed: |
| Notes: | | |
| Researching copyright and access issues and obtaining  permissions |  | * Deadline: * Date completed: |
| Notes: | | |
| **Metadata Creation** | Determining metadata schema and/or creating  template |  | * Deadline: * Date completed: |
| Notes: | | |
| Collecting and creating descriptive  metadata |  | * Deadline: * Date completed: |
| Notes: | | |
| Updating or creating finding aid |  | * Deadline: * Date completed: |
| Notes: | | |
| **Digitization** | Preparing media for digitization |  | * Deadline: * Date completed: |
| Notes: | | |
| Digitization of originals |  | * Deadline: * Date completed: |
| Notes: | | |
| Image post-processing |  | * Deadline: * Date completed: |
| Notes: | | |
| Creating OCR and/or transcription (if applicable) |  | * Deadline: * Date completed: |
| Notes: | | |
| Creating derivatives |  | * Deadline: * Date completed: |
| Notes: | | |
| Filenaming and directory nesting |  | * Deadline: * Date completed: |
| Notes: | | |
| Quality control |  | * Deadline: * Date completed: |
| Notes: | | |
| **Digital Preservation and File Management** | Creating checksums and a file manifest |  | * Deadline: * Date completed: |
| Notes: | | |
| Moving digital files to storage location(s) |  | * Deadline: * Date completed: |
| Final number and format of files, including file size: | | |
| Notes: | | |
| Uploading digital files to access platform |  | * Deadline: * Date completed: |
| Notes: | | |
| **Outreach and Marketing** | Developing and implementing marketing plan |  | * Deadline: * Date completed: |
| Notes: | | |
| **Other** |  |  |  |
|  |  |  |