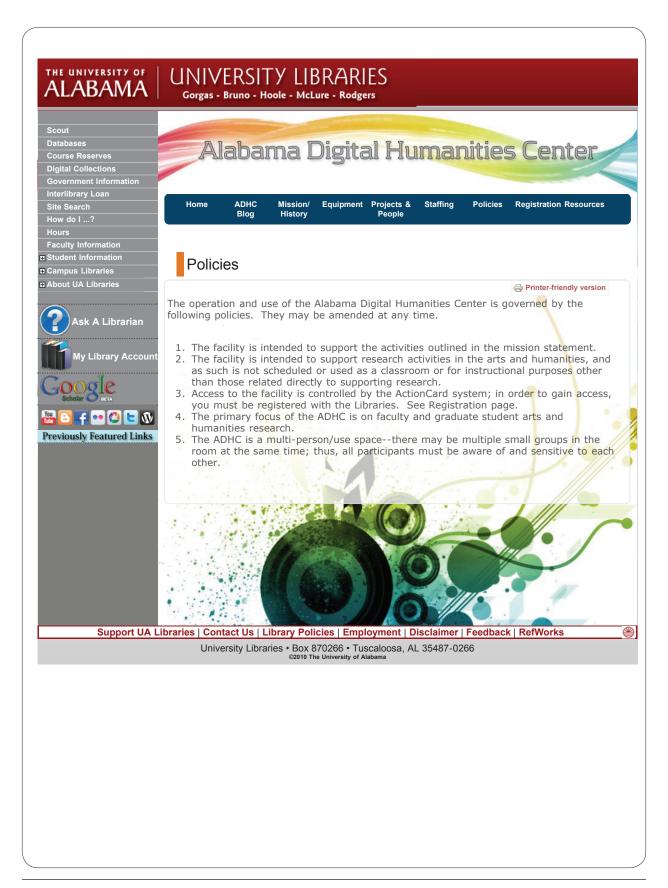
| Policies and Procedures |
|-------------------------|
|                         |
|                         |
|                         |
|                         |

## **UNIVERSITY OF ALABAMA**

Alabama Digital Humanities Center | Policies http://www.lib.ua.edu/digitalhumanities/policies



## **COLUMBIA UNIVERSITY**

Collection Digitization & Exhibition Program Procedures

http://www.columbia.edu/cu/libraries/inside/projects/digitization/procedures/index.html



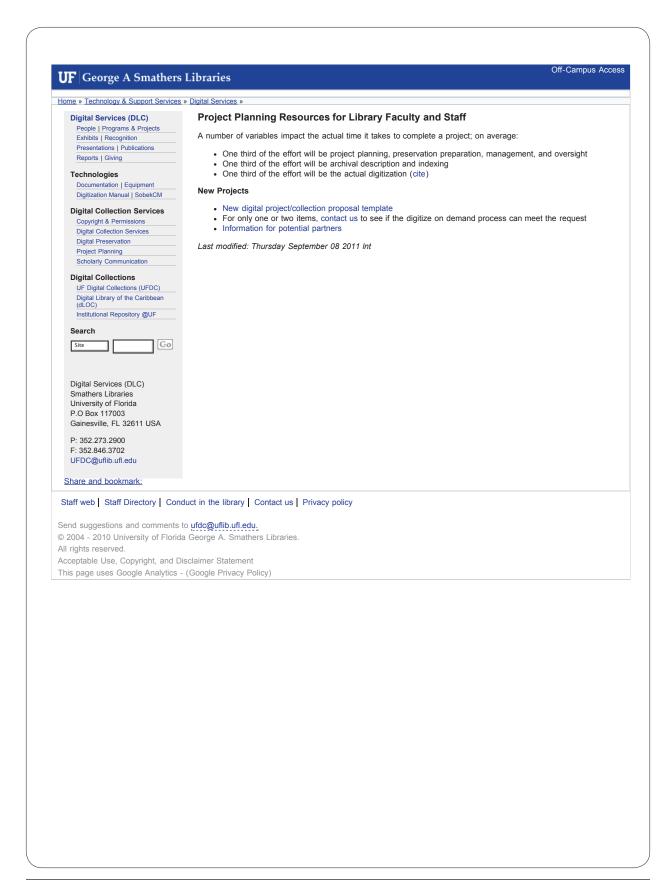
## Columbia University Libraries Digital Program

# Collection Digitization & Exhibition Program Procedures

|  | [Complete Digital Project List A–Z]  |
|--|--|
| Specific Project Tracks  | Applicable Documentation   |
| A. "Digital Project" Track. For projects that  | Digital Project Track  |
| <ol> <li>typically involve a complete collection or a significant part of a collection</li> <li>involve more than ca. 150 simple images</li> <li>will be of significant research or curricular value</li> <li>will require and interface with more than simple browse functionality (e.g., specialized searching, browsable indexes)</li> <li>involve content with complex relationships, (e.g., multipage documents, an image of a puppet linked to information about plays, productions, character types, and specific actors).</li> </ol> (See section E below for audio-video preservation and access projects) B. "Brick & Mortar + Online Exhibition" Track. For projects that                           | Project proposal form: doc / pdf  Project proposal procedures  Examples  CUL Digitization Program Wik  Bunraku Collection  NY Real Estate Brochures  Online Exhibition Track         |
| will be a physical exhibition accompanied by a simultaneous online version; or it     will be an online version of a past physical exhibition  | <ul> <li>Exhibition planning form: doc / pdf</li> <li>Exhibition planning checklist</li> <li>Example         <ul> <li>Plimpton Exhibition</li> </ul> </li> </ul>                     |
| C. "Brick & Mortar Only" Track. For projects that  1. will make use of the Exhibition Support Software's features for organizing & planning the exhibition, generating pick lists, labels, etc.  | Brick & Mortar Only Exhibition Track  • Exhibition planning form: doc / pdf  • Exhibition planning checklist   |
| 1. typically will involve 150 or fewer simple images 2. is a sample or selection from one or more collections 3. no complex searching or browsing is required 4. involves chiefly objects that are simple, single part items ** 5. has an unexpected, near-term deadline for presenting the content on the Web 6. will be adequately-served by Omeka software features and functionality  ** Textual / manuscript works: If an otherwise gallery-oriented project also include one or more complete textual or manuscript works (e.g., the corean Independence Outbreak Movement), the textual works should be ligitized separately, presented in our ebook reader, and linked to from the exhibition display. | Online Gallery Track  Gallery planning form: doc / pdf  Gallery planning checklist  Examples  Ambedkar  Melting Pot Dramatic Museum Realia Butler 75 Burroughs Milbert Webster White |
| E. Audio-Video Digitization Project  | Project profile form   |

## **UNIVERSITY OF FLORIDA**

Project Planning Resources for Library Faculty and Staff http://digital.uflib.ufl.edu/technologies/projectplanning/



# **Proposal Template for New Digital Collections & Projects**

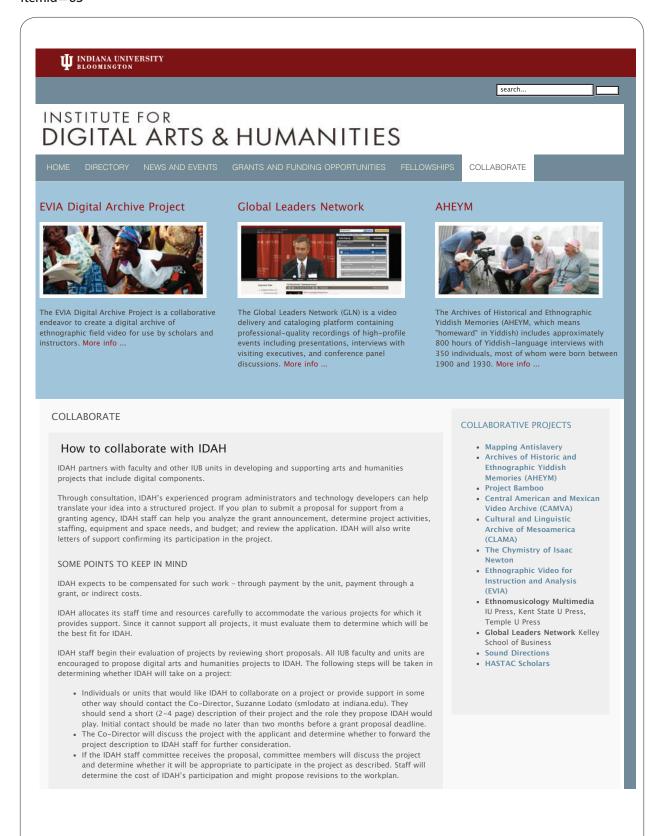
| Title:                              | Project Title   |  |
|-------------------------------------|---|--|
| Date needed by & reason:            | Class, exhibit, donor request, no deadline  |  |
| Source of funds:                    | Departmental endowments, donor, grant, etc.   |  |
| Holding Institution:                | UF Materials, digital acquisition/archiving   |  |
| Departmental priority:              |   |  |
| Project abstract:                   | 250-500 words covering the theme/subject area and purpose.  |  |
| Quantity / Scope of the project:    | Size and scope of what is being proposed for digitization.  Type of material: photos, books, audio, video, etc Type of content: color pages, black and white, audio interviews, music Media Format: reel to reel, from microfilm, from slides, etc. Size: in inches for page size to determine if large format equipment is needed, and/or length in minutes for audio/video Uniqueness Condition: brittleness, preservation needs Copyright status Metadata available (catalog record, spreadsheet, none, etc.). Is there a title, author, and date for each item? If not, is there a finding guide with this information? |  |
| Journals/Serials:                   | Included in the exchange program?   |  |
| Copyright status:                   | Public domain, permissions on file, etc.  |  |
| Connection to Existing Collections: | How does this collection enhance existing library collections, departments or research at UF?   |  |
| Audience for the digital project:   | Which departments, colleges, and particular researchers at UF and in the state of Florida, in the region, worldwide?  |  |
| Possible partners:                  | What other libraries or groups may be digitizing it or in partnering (local museums, public libraries, publishers, community groups)?   |  |

|   | Is any of the material already digitized and online from potential partners?  |
|---|---|
| Workload impact for your and other departments: | Will Special Collections need to create a finding aid? Will Cataloging need to catalog materials? If so, how much will be original cataloging? Will the materials need Conservation work? What will the impact be for your department?  |
| How will users interact with the collection?    | In answering this, please explain any special needs for this project that are no supported by the current UF Digital Collections System. Please also explain any desires related to additional functionality. How would the project being proposed benefit from being mapped, in motion, data mined, etc? |
| Resource commitment; initial and ongoing:       | Digital collection management requires collection creation, ongoing curation, and patron and partner assistance.  |
| Digital Services                                |   |
| Processing resources required:                  | If internal, staff impact and OPS costs. Estimated processing timeline.  If external, staff impact, OPS costs, vended costs, and shipping. Estimated processing timeline.   |
| Digital storage costs:                          | Ongoing storage costs using the DataSpace model (2x the first year's costs to cover perpetual storage).   |
| Other requirements and impacts:                 | Other requirements in terms of digital collection functionality (programming and web support), development scheduling changes, production scheduling changes, etc.  |
| New non-MARC collections                        | Estimated requirements developed in collaboration with Cataloging for all records to be included in record feed to MANGO.   |

## INDIANA UNIVERSITY BLOOMINGTON

How to Collaborate with IDAH

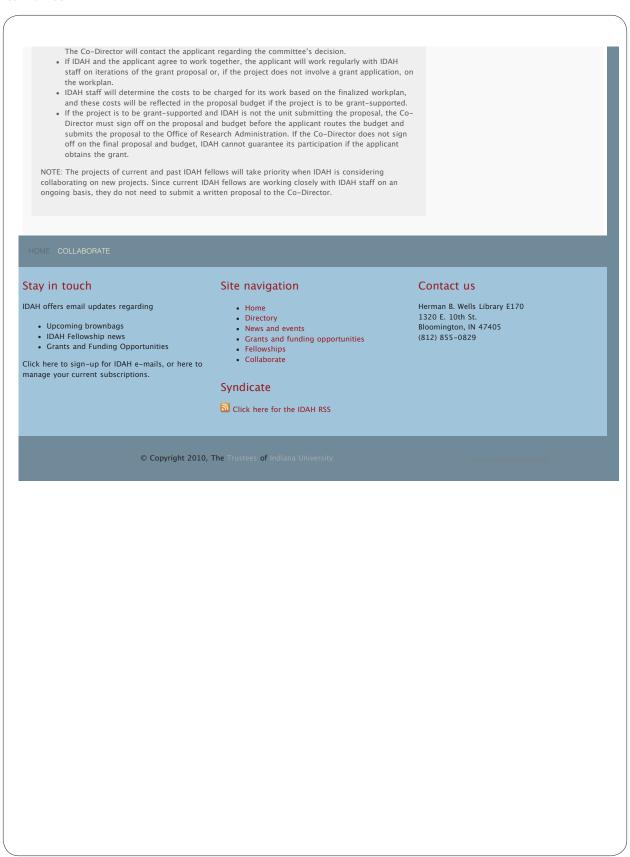
http://www.indiana.edu/~idah/index.php?option=com\_content&view=section&layout=blog&id=10& Itemid=63



## INDIANA UNIVERSITY BLOOMINGTON

How to Collaborate with IDAH

http://www.indiana.edu/~idah/index.php?option=com\_content&view=section&layout=blog&id=10& Itemid=63



## UNIVERSITY OF MIAMI W LIBRARIES

## Proposal for a Digital Initiative

Please complete the following questions. Thank you!

| 4  | D ' |       | т 1    |
|----|-----|-------|--------|
| 1. | Pro | iect. | Leader |
|    |     |       |        |

- Name:
- Department:
- Address:
- Phone Number:
- Email Address:
- 2. Project Title:
- 3. Abstract of the project (a one paragraph description of project scope):
- 4. What are the desired goals of the project? (Please provide itemized list of deliverables):
- 5. Does the digital content in this project in any way represent materials that are currently available via the world wide web?
- 6. How will this project be funded? (Library, other UM Department or grant):
- 7. Please provide an outline of participants and their respective levels of engagement:
- 8. What resources can you provide for the project?
- 9. Who are the primary and secondary audiences for the project?
- 10. What will the access points for the project be?

University of Miami Libraries - Proposal for New Digital Initiatives - Digital Initiatives Team - 8/11/06

## **Proposal for Digital Initiatives**

- 11. For projects with a digitization component, please provide the following information:
  - How many items will be digitized?
  - What format is the content currently in?
  - What is the desired output format?
  - Have the materials been cataloged or inventoried in any way?
    - o (If yes, please provide inventory list as attachment)
  - What condition are the materials in?
- 12. What is the intellectual property status of project content? Who is the rightful copyright holder?
- 13. What is the proposed timeline for this project?
- 14. How does this project support the teaching, learning, and research goals of the University of Miami?
- 15. If available, please provide the following:
  - Samples of project-related content
  - A current CV
  - Letters of support from relevant departmental representatives, administrators, or scholars

## Return this completed form to:

## **Kyle Rimkus**

Digital Projects Librarian kyle@miami.edu

University of Miami Libraries Otto G. Richter Library 1300 Memorial Drive Coral Gables, FL 33146

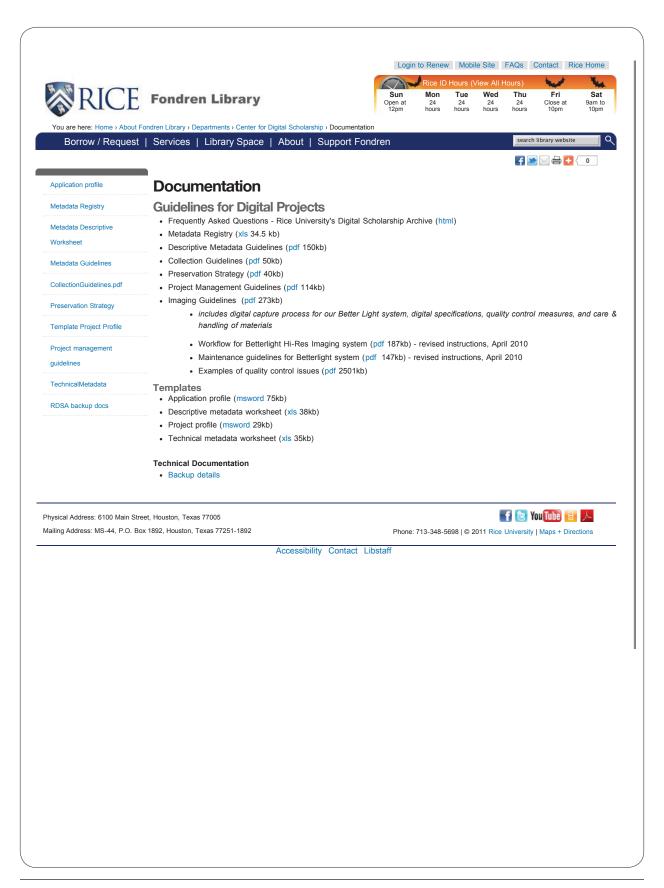
(305) 284 - 6221

University of Miami Libraries - Proposal for New Digital Initiatives - Digital Initiatives Team - 8/11/06

## **RICE UNIVERSITY**

**Guidelines for Digital Projects** 

http://library.rice.edu/about/departments/CDS/documentation



## Digital Library Initiative

Rice University

# **Application Profile**

for the Insert Digital Project Name here

authored by

dli at rice.edu

Version 1.0, Insert date

# **RICE UNIVERSITY**Digital Library Initiative Application Profile

## Table of Contents

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| Purpose  | 2 |
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| GUIDELINES FOR THE CREATION OF BIBLIOGRAPHIC METADATA    | 3 |
| APPENDIX   | 6 |
| Quick Reference: Table of elements and related standards | 6 |

## **RICE UNIVERSITY**

Digital Library Initiative Application Profile

| -  |    |    |     |    |   |
|----|----|----|-----|----|---|
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[Provide any background information that will orient a reader for the specific project. This may include history, collection description or scope and or a project overview.]

## **Purpose**

[Purpose statement for guidelines, intended audience (for example technical and subject users)]

## **Version**

[Date of guidelines, contributors or expected review or revision schedule]

## **Project Overview**

[Provide scope of project, important goals, milestones, timeframe and or stakeholders]

## **Collection Description**

[Provide scope include broad description of material types and size of collection]

## **Standards**

Metadata format and structure should be prepared according to the Dublin Core Metadata Best Practices, published by the Collaborative Digitization Program (CDPDCMBP), (http://www.cdpheritage.org/). Use qualifiers as needed.

## Guidelines for the creation of bibliographic metadata

The below list is a starting sample set of elements and qualifiers. Individual projects should customize this list to meet the information needs and specific collection characteristics.

## element.qualifer

Provide data value description. Note any data standards. Denote if optional or mandatory entry. Denote if multiple values allowed. Provide number of examples as beneficial to illustrate options.

#### Example:

Note: Insert notes as needed.

#### contributor

Recommended to use qualifier to denote roles. Some example roles may include: author, editor, publisher, photographer, composer, performer, transcriber, illustrator, etc.

#### Example:

Note:

Proper names -- The latest version of CDPDCMBP recommends using the creator element to denote primary entities responsible for creating the content of the resource and the contributor element to denote any secondary persons making intellectual contributions. This is a recent change from prior versions of CDPDCMBP. The current DSpace configuration is based on earlier versions and as a consequence, only data in the contributor field is used to generate the author browse and search function. Data in the creator field serves as display only. Therefore all proper names for an artifact will use the contributor element with roles denoted by a qualifier (e.g. contributor author; contributor editor; etc). At some future date, when the configuration of Dspace is updated to reflect the newer guidelines, then a mass conversion of contributor to creator element may take place.

#### coverage

insert guidelines here

Example:

## date.issued

Use standard: Date and Time Formats (W3C-DTF) http://www.w3.org/TR/NOTE-datetime. Single date value only.

Example:

Note:

DSpace configuration uses the qualified element date.issued to generate the browse and search functionality and requires data to be in the W3CDTF format which does not allow for approximate dates or a range of date values. Given the nature of some archival materials, actual creation dates may not be known and therefore need to be approximated or given in range values. Therefore, we will use the qualified element date.original to capture the date of the original artifact in free text format

## date.original

Original date of artifact. Free text field. May include textual description

Example:

Approximately 1925

Circa 1800

after 1867 January 5

1942-1998, predominant 1975-1991

Undated

#### description

insert guidelines here

Example:

## format

insert guidelines here

Example:

## identifier

Unique identifier per item based on specific project naming conventions.

Example:

## Identifier.uri

Assigned by DSpace system as persistent identifiers for web access to DSpace item. (DSpace item is the page containing metadata and digital objects). DSpace identifier standard is based on CNRI's Handles system (http://www.handle.net/)

Example:

## language.iso

Original language from examination of text. Multiple values allowed. Use controlled vocabulary terms from the ISO 639-1 language code (alpha-2 code) http://www.loc.gov/standards/iso639-2/php/English\_list.php

Example: en

Note: Though CDPDCMBP recommends using 3-digit language code, DSpace is actually configured for the 2-digit language code.

4

## **RICE UNIVERSITY**

## Digital Library Initiative Application Profile

## publisher

Electronic publisher. Boilerplate entry.

Example: Digital version published by Rice University, Houston, Texas

## relation.qualifier

usually used with qualifier. See CDPDCMBP for possible qualifiers. insert guidelines here Example:

## rights

Url link to appropriate license. Select appropriate license from Creative Common Licenses at http://creativecommons.org.

Example: This work is licensed under a Creative Commons attribution 2.5 License. http://creativecommons.org/licenses/by/2.5/

Note:

The DLI general practice is to recommend the use of creative commons licenses. See http://creativecommons.org/. Individual projects must evaluate the proper copyright determination and note any intellectual property issues.

#### source

insert guidelines here

Example:

## title

insert guidelines here

Example:

## type

Digital manifestation of resource. Typical values are Text or Image. Controlled vocabulary terms from the DCMI type vocabulary at http://dublincore.org/documents/dcmi-type-vocabulary/

Note: element and qualifier are usually populated automatically in batch processing