

Digitization Project Proposal

The purpose of this form is to assemble sufficient information about a proposed digitization project:

- to allow technical staff to assess the amount and type of work that would be required to carry out the project successfully and in a timely way;
- to document the likely value of the project for students, scholars, and researchers at Columbia;
- to understand any additional factors that might bear on whether the project should be approved and what priority given to its completion.

1. Project Working Title:

2. Date of Profile:

3. Selector / Requestor:

4. Director's Signature: [forward to newproject@libraries.cul.columbia.edu]

5. Holding Library / Repository:

SECTIONS 6-10 TO BE COMPLETED BY SELECTOR

6. Nature & Scope of Project:

- a. Brief summary of the breadth and functionality of the project.
 - b. Nature of material to be digitized (e.g., collection name(s), subject(s) or discipline(s) of content, chronological or geographical coverage, languages, etc.)
 - c. Number of intellectual items (e.g., volumes, documents) / titles to be digitized, by type or format.
 - d. Number of physical pieces (e.g., photographs, pages, audio reels) to be digitized, by type or format.
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7. Resources Available for Project

- a. Is this project a one-time effort, or do you expect more content or metadata to be

added over time?

- b. Is there an external partner?
- c. What funding is available?
- d. Deadline and/or priority, if any:
- e. Who will be participating in the project from the curatorial / reference side? Will they be able to allocate sufficient time to the project? Have they been involved in a digital project before?
- f. Who will be preparing narrative content for the site, e.g., background material, 'about' page?

8. Rights and Permissions

- a. Are all the materials to be digitized in the public domain, all restricted, or is the collection mixed?
- b. For anything other than public domain materials or material for which we have obtained publication rights, please contact the Copyright Office to discuss feasibility before submitting this proposal.
- c. If items are not public domain and the intent is to publish them online, how would permissions be obtained?

9. Value to Columbia Research & Teaching

- a. How would this project serve current research, study or curricular needs of Columbia?
- b. How heavily are the materials used now in their current paper (or other original) format?
- c. Do any Columbia faculty members work / teach in the area covered by this project? Have they or other scholars indicated they would make use of these materials, or materials of this type, in digitized form?
- d. Would this project justify the resources necessary to produce a unique and worthy destination site for research and teaching?

10. Value to CUL/IS

- a. How does this material relate to the collection development policies of the holding

library or CUL/IS as a whole?

- b. How would this project strengthen, complement or otherwise relate to existing physical or digital collections of CUL/IS?
- c. Are comparable or related digital collections already available publicly from CUL/IS or externally?
- d. Could this project serve CUL/IS as a model for subsequent projects?
- e. Would this project support development of tools/functionality needed for other CUL/IS activities?

SECTIONS 11-14 TO BE COMPLETED IN COLLABORATION WITH LDPD, PDCD, OSMC, AND OTHER TECHNICAL STAFF AS APPROPRIATE

-----**11.**
Conservation Issues

- a. Are the physical items intact, in good condition, able to be scanned / played back (e.g. audio, videotapes)? If not, describe in general terms what types of physical problems are present.
- b. Estimate the number and types of items that would need to be conserved prior to or after digitization.
- c. If relevant, estimate the number of volumes that need to be disbound before scanning.
- d. Are the materials appropriately housed, or will rehousing be part of the project?

12. Cataloging / Metadata / Preparation Issues

- a. What cataloging / metadata exists at the collection level and/or the item level? Do the existing access points enable the content to be searched and presented to meet the project's goals?
- b. If no metadata exists at the item level, how might needed metadata be created and by whom?
- c. Will existing metadata require significant remediation?

- d. Please provide a sample of the metadata that either exists or would need to be created for this project.
- e. For archival collections, have the materials to be digitized been fully processed and arranged?
- f. What pre-processing will be necessary, and how much time will it require?

13. Special Processing / Functionality Needed

- a. OCR (Optical Character Recognition) for searchability, full-text indexing?
- b. Special presentation derivatives? Specialized image display? (e.g., zoomable, multiresolution)
- c. GIS (Geographic Information System) Encoding?
- d. Non-roman character sets?
- e. Browse versus search functionality?
- f. Is there a need for annotation / tagging by public users, other social networking / interoperability tools?
- g. Will the site provide only access to the collection, a broader access portal, or also a workbench of some sort?
- h. Other special functionality?
- i. Are there any limitations on how digitization should be accomplished (e.g. rare materials that cannot leave campus)?

14. Presentation / Publication Issues

- a. What kind of online publication / access is envisaged for the content of this project? Current options include: discovery and access through CLIO (only); discovery and access via Academic Commons, discovery and access from archival finding aids; standard public collection home page; customized web portal; specialized teaching and learning (CNMTL) Web site.
- b. Are there existing Web sites / online presentations at Columbia or elsewhere that resemble the kind of presentation needed for this project?
- c. Are there other assumptions about presentation, e.g., RSS feeds, other platforms to

which content should be pushed, other issues?

Form date: rev. 9/9/2013