Process for Developing a Digitization Project

1. Define goals and scope of the collection
2. Evaluate and select source material
3. Clear permission to use the source material
4. Define project objectives and preliminary milestones
5. Determine technical specifications
    A. Metadata
    B. Search and display
    C. File formats
    D. Content Management System
6. Develop workflows
7. Determine preliminary procedures based on workflows; begin project documentation
8. Determine what resources you need (hardware, software, staff)
9. Decide if you will outsource
10. Develop budget
11. Identify and acquire necessary resources
12. Finalize milestones
13. Finish project documentation
14. Hire and train staff, if necessary
15. Execute the project
    A. Create the content and metadata
    B. Add content and metadata to CMS
16. Evaluate the project
17. Evaluate the collection

Selected Resource List

Jordan, Mark. *Putting Content Online: A Practical Guide for Libraries*. Forthcoming: Oxford: Chandos Publishing, September 2006.

Loots, Michel, Dan Camarzan and Ian H. Witten. *Greenstone from Paper to Collection*. 2004. Available at http://prdownloads.sourceforge.net/greenstone/Paper-en.pdf.

NISO Framework Advisory Group, *A Framework of Guidance for Building Good Digital Collections*. 2nd edition. Bethesda: NISO, 2004. Available at http://www.niso.org/framework/Framework2.html

Sitts, Maxine K., ed. *Handbook for Digital Projects: A Management Tool for Preservation and Access*. Andover: Northeast Document Conservation Center, 2000. Available at http://www.nedcc.org/digital/cover.htm

Sample Evidence-Based Budgeting

Collection: Audio recordings of a local author who has gained national acclaim. She has granted your library permission to digitize these readings and make them freely available on the web. In total, the collection contains about 20 hours of readings, comprised of about 110 different short stories or excerpts from longer works (1 reading per tape).

Estimated times for digitization tasks

Task	Estimated time required
Retrieving and preparing each tape	15 minutes
Converting audio tape to WAV and naming the file according to documented procedures	20 minutes
Converting each WAV file to mp3 format for the web and copying it to the designated archive directory	10 minutes
Creating descriptive metadata for each sound file	20 minutes
Adding administrative metadata to the CMS, copying the master WAV file to the archive drive, and adding the mp3 file into the CMS	10 minutes

Total estimated hours for digitization staff

Task	Estimated time required to complete the project	Total time required to complete the project
Retrieving and preparing each tape (Conversion Technician)	15 minutes/tape	.25 hours/tape x 110 tapes = 27.5 hours
Converting from audio tape to WAV and naming the file according to documented procedures (Conversion Technician)	20 minutes/tape	.33 hours/tape x 110 tapes = 36.3 hours
Converting each WAV file to mp3 format for the web and copying it to the designated archive directory (Conversion Technician)	10 minutes/tape	.17 hours/tape x 110 tapes = 18.7 hours
Creating descriptive metadata for each sound file (Metadata Specialist)	20 minutes/tape	.33 hours/tape x 110 tapes = 36.3 hours
Adding administrative metadata to the CMS, copying the master WAV file to the archive drive, and adding the mp3 file into the CMS (Metadata Specialist)	10 minutes/tape	.17 hours/tape x 110 tapes = 18.7 hours

Total estimated hours for other staff

Type	Estimated time required	Estimated cost
Web developer, who has to modify some of the CMS web templates for publication of these files. This activity does not include any other activity. (Position 3)	10 hours	$40/hour, no benefits
Administration, including project development, documentation, staff training and supervision, and quality control (Position 4)	50% of all staff time including the web developer	$32/hour, plus 12% benefits