Lorraine Cheng Digitization Center Digital Projects Policy and Proposal Form

The Lorraine Cheng Digitization Center was founded to preserve and provide greater access to the collections of William Paterson University, with a primary focus on university and local history. Digital projects are undertaken, completed, and added to the archive at the discretion of the Digital Projects Committee. Projects may be submitted by anyone on WPU faculty or staff. The following pages provide a form for submitting digital projects, and instructions for completing that form.

Projects are selected based on, but not limited to, the following criteria:

- Usage by students/faculty/administration/outside researchers
- Copyright—Are materials in public domain, or University-owned
- Originality—Materials should not have been digitized by another institution
- Feasibility—Is it a project WPU is equipped to handle? Needs to be outsourced? Requires more equipment in-house?
- Funding—All requested projects must have a funding source—either from WPU money or a grant.
- State, National, or International interest in digitized materials (as opposed to items that are only of interest to the WPU community)

What can be done in-house:

- Fewer than 200 pages of scanning (more at the Digital Project Librarian [DPL]'s discretion, please check before submitting)
- Text, photos, audio, and video sources
- Size of text and photo documents to be digitized cannot be greater than 11 x 17 inches*
- Item must be easy to disassemble or have a binding that is not an impediment to scanning.

*some larger documents are possible depending on content and format

What cannot be done in-house:

- Very large or fragile items
- Multiple full-length books
- Items that are protected by copyright, unless permission is obtained in writing

Please see instructions below for completing a Digital Project Proposal. The Digital Projects Proposal Form can be found at the end of this document.

Instructions for Digital Project Proposal Form

1. **Project title**: This should reflect the department or sponsoring organization, and indicate the content. Examples: WPU Archive Photographs; Living Jazz Archives Audio Recordings; History Department Master's Theses; etc.

2. **Submitted by:** Include the contact information for the person responsible for the project. This person will be the contact for the DPL for project status and questions.

3. **Date submitted:** The date you are submitting the form.

4. **Requested project completion date**: Include the date that you would like to see the project completed and available in the digital archive. The date is negotiable with the DPL, relative to the scope and complexity of the project. Please indicate if this is a rush project. A project is only considered a "rush" if it is needed for an accreditation deadline or some other immediate high-level administrative purpose.

5. **Description of project:** Please describe your project in a paragraph or two based on:

   a. If items need to be digitized, or are already digitized. If already digitized, please check with DPL to see whether or not the items meet the specifications with regard to file type, resolution, and color settings.
   b. If text: Please indicate (if not already digitized) what type: bound books, collections of papers, etc. Indicate if the books are fragile, and their size (please measure in centimeters). If they are all the same size, indicate that.
   c. If photos or maps: Indicate the size of these, and whether they are black and white or color. Sizes are preferred in centimeters, though for photos you can use standard designations in inches (6 x 8, etc.).
   d. If audio or video: Indicate if audio or video needs to be converted from a physical medium such as a cassette tape, microcassette tape, CD, VHS, or DVD. If you know the length in hours, minutes, and/or seconds, please indicate that. Videos already digitized are preferred in streaming MPEG format.
   e. Indicate who has the copyright on the materials: If it is an institution or publisher other than WPU, you will have to provide written permission from the author for the item to be scanned. If any materials are handwritten, text transcriptions should be included as needed.
   f. Other considerations: Let us know if there are special handling requirements. Does the item have fold-out pages? Are any items loose and need to be arranged? If it is a document, can bindings be cut for easier scanning, or does the item have to stay intact?

6. **Scope of project:** Provide the information indicated:
    a. <u>Number of volumes or documents</u>: Give the number of materials being sent for digitization. For books, indicate a total number of volumes. For all other types of material, give a count of items.
    b. <u>Format</u>: Indicate the format of the material (document, image, artifact, audio/video tape or CD, etc.). If the item is already digitized or is in an electronic format, indicate what file types are included (e.g., PDF, JPEG, MPEG, AVI, .doc, .rtf, etc.)
    c. <u>Approximate number of pages</u>: For books and documents, give a total count of all pages for all materials. Only the total number is needed.
    d. <u>Illustrations</u>: Fill in if the material has illustrations, and if they are color, black and white, or a mixture of both. Write N/A if there are no illustrations.
    e. <u>Image quality</u>: Are the items faded? Is there blurred printing or handwriting? Is all print legible? Are photos grainy or highly pixelated? Be aware that some low-quality or damaged images can be fixed, but there's no guarantee they can be completely fixed.
    f. <u>Are the items fragile?</u>: Write "yes" if the items include old or damaged materials, or if they will require special handling of some kind. If not, write "no".
    g. <u>Are the materials handwritten?</u>: Write "yes" if they are. Handwritten materials require the creation of additional text files.
    h. <u>Metadata provided?</u>: Indicate "yes" if you can provide the following information. It does NOT need to be provided with the proposal form:
        i. For ALL proposals we need to know: who is responsible for the content (authors, photographers, organizations etc.), the date (or approximate date) it was produced, the publisher (if relevant), and copyright holder information. For all other formats besides text, we also need some key terms about the content—who is in the photos, where the photo was taken, who is speaking in an audio recording, etc. We need the "who, what when, where and why" of each item, so be prepared to include as much information as possible. If the proposal is accepted, a spreadsheet with this info will need to be provided for each item being digitized, or it can be provided via some other arrangement with the DPL.

7. **Funding source:** Your projects may require funding. Smaller in-house projects might be done without funds, but some may have to be outsourced to a vendor and will therefore require funding. If the latter, please indicate how much funding you have available, and whether it is coming from your budget, or if you have a grant that will cover costs. Please call or e-mail the DPL for assistance in determining how much funding you will need (contact info provided below).

8. **Additional notes about the project:** Optional. Include any questions, additional contacts for the project, and/or any other information that you feel is relevant to the consideration of your project.

Submit this completed form via e-mail or Interoffice Mail to:

<u>Digital Projects Librarian</u>
TBD

THE DIGITAL PROJECTS COMMITTEE HAS THE RIGHT TO REJECT PROJECTS THAT VIOLATE COPYRIGHT OR THAT DO NOT MEET THE CRITERIA OUTLINED IN THE POLICY ABOVE.

<u>Digital Projects Committee Members</u>
TBD

LCDW Digital Projects Proposal Form

Project Title

Requested by
Name:_____ E-mail: _____ Department or School: _____ College:_____ Phone extension: _____

Date requested

Requested project completion date

Description of project (please see instructions)

Scope of project (please see instructions)
Number of volumes or documents: Format (document type, image, artifact, audio/video): Approximate number of pages: Illustrations (b&w and/or color): Image quality: Are the items fragile?: Are materials handwritten?: Metadata (keywords, names, descriptions of items) provided?:

Funding source (please see instructions)

Additional notes about the project