

This document designed to facilitate answers about a scanning project. A little preparation goes a long way to making your digitization grant project a success.

To help you fill out this form please refer to these documents:

For photos & documents: [Digital Imaging for the Small Organization](#) or [WS Digital Imaging Best Practices](#)

For audio: [Digital Audio Best Practices](#)

For film and video: Minnesota Historical Society's [Video and Film Format Standards](#)

For all (including audio): Minnesota Historical Society's [Digital Format Guide](#)

Project Manager: _____ **Date:** _____

RIGHTS MANAGEMENT

Who owns the original source material? Who owns the copyright on the source material? (they can be different owners). Does your organization have clear copyright? Do you have permissions/rights to publish the content (images, video, etc.) on the web? How do you intend to license the digital material you own?

COLLECTION

What are the physical characteristics and condition of the original source collection? (VHS Video/16mm Film/Color Photographs on RC paper/cassette tape/etc...) Is the storage for the original source collection secure, stable and long term? What will happen to the original source collection once it is digitized?

WORK PLAN

Will the digitization be done in-house or will it be outsourced?

In-House Outsourced

If outsourced are you seeking bids/estimates from at least three different vendors?

If known please list them. If unknown please list the required qualifications for a vendor.

If in-house what experience and training are required of the person/s doing the work? Please list all the people/positions involved in the project, their role, experience and if they will receive training.

METADATA

What kinds of metadata are you collecting? Technical metadata? Descriptive metadata? What metadata standard will you be following? Dublin Core or other? What software tools will be used to create metadata? At what level will you apply your metadata? (Collection | Component | Item)

MASTER FILES & DERIVATIVES (Copies)

What modification (if any) will be done to the master digital files? (modifications to the master file such as restoration are not allowed). Will derivatives be made of the original master digital files? Why are they needed? (Example: low resolution access copies; restoration of damaged/deteriorated photos; cleaning up sound quality in audio files)

QUALITY CONTROL

Who will perform the quality control? What procedures will be followed? What resources are needed to ensure quality control?

STORAGE & DIGITAL REPOSITORIES

Where will the digital assets be stored? What media will they be stored on? How many backup copies will be made?

The digital assets will need to be maintained and monitored; who (staff or volunteers) will be assigned to maintain it?

RESOLUTION/BIT DEPTH/SAMPLING RATE

What resolution and bit depth will you scan the master copies at? (This may vary depending on the type/size of document/photograph/negative) If video - Frame Rate; For sound - Sample Rate

FILE FORMATS

Check appropriate file format/s created for master copies.

Images	Documents/Text	Film/Video	Audio
TIFF	PDF/A	AVI*	WAV
JPEG 2000	TIFF	MOV*	AIFF
DNG	JPEG 2000	Other (Explain Below)	Other (Explain Below)
Other (Explain Below)	Other (Explain Below)	*(uncompressed or DV compression for Video Tape)	

Other:

Check appropriate file format/s created for access copies.

Images	Documents/Text	Film/Video	Audio
JPEG	Plain Text	MP4	MP3
PNG	PDF/A	MOV	WMA
GIF	Other (Explain Below)	WMV	MOV
Other (Explain Below)		FLA	Other (Explain Below)
		Other (Explain Below)	

Other: