Z. Smith Reynolds Library
Digital Project Life Cycle

Phase I: Project Identification [Digitization Advisory Group]

- Review project proposal
- Approve proposed project using selection criteria
- Determine priority after consulting projects-in-process list
- Identify project team and participant roles
- Notify project manager and digital production coordinator of project

Phase II: Project Plan Development [Project Team]

- Create preliminary task breakdown
- Prepare materials physically (including preservation)
- Determine production and storage specifications
- Determine metadata specifications (descriptive, administrative, structural)
- Create timeline and deadlines

Phase III: Configuration and Testing [Project Team]

- Configure digital repository
- Create descriptive metadata template
- Upload and review test images and metadata
- Make adjustments to plan and specifications
- Break project into work orders (as needed)

Phase IV: Full Production [Project Team]

- Complete digitization; track work orders
- Complete metadata entry
- Upload images and metadata to digital repository
- Review content through quality control
- Communicate progress to participants
- Create advertising and promotion plan

Phase V: Post-Production and Assessment [Project Team]

- Archive master production files
- Add link to online portal
- Add collection to OAI harvester list
- Link associated EAD/MARC record access points
- Implement advertising and promotion plan

(Adapted from Preate's "Digital Project Life Cycle")

Project Team: Possible Roles

- Project manager
- Digital production coordinator
- Selector
- Conservator, curator, or other analyst of the source materials
- Preparations technician (may also be curator, who, in turn, may also be the selector)
- Cataloger to create or enhance bibliographic records and to withdraw materials for conversion
- Scanning technician or photographer
- Quality control technician (may also be the scanning technician)
- Metadata analyst (may also be the cataloger)
- Data entry technician
- Programmer or other database expert who integrates metadata and images into a coherent resource (also known as the digital object)
- Systems administrator or other manager of electronic records and systems
- Network administrator to implement security and other access requirements (may also be the systems administrator)
- Developer or designer of the user interface

(Adapted from Stephen Chapman, in Sitts, ed.)

Technical Specifications

- Digitization Equipment

[Describe what equipment used here]

- Analog Formats Accepted

[Detail sizes and formats of formats accepted for digitization here]

- Digital Object Formats

[Detail formats of digital objects output from digitization projects here]

Metadata Specifications

- ***Descriptive Metadata***: information used for the indexing, discovery and identification of a digital resource. Digitization projects at Z. Smith Reynolds typically incorporate LCSH, MARC, and Dublin Core.

- ***Structural Metadata***: information used to display and navigate digital resources; information on the internal organization of the digital resource; information on viewer or reader plug-in needed to open the digital resource. [*Need to detail possible schemas here*]

- ***Administrative Metadata***: technical information such as the resolution of the image, file size, file format, and hardware/software used to produce the digital resource. [*Need to detail possible schemas here*]

Sources Consulted

Claremont Colleges Digital Library Metadata Sub-Task Force. “Dublin Core Metadata Elements Best Practices.” http://ccdl.libraries.claremont.edu/about.php?action=inside

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Sitts, Maxine K., ed. *Handbook for Digital Projects: A Management Tool for Preservation and Access*. 2000 (first edition). Northeast Document Conservation Center. http://www.nedcc.org/resources/digitalhandbook/dman.pdf