

Large-Scale Digitization Project Checklist

About you

Please tell us a bit about your organization and your project.

1. Organization name and contact information

Organization name

Mailing address

Postal/Zip code

Primary project contact name

Position

Email

Phone

2. Do you have an existing VITA Toolkit account?

Yes

No

Don't know

Other (please specify)

3. Tell us about your project

I'm starting from scratch, nothing has been digitized

I have an existing set of files and records that need to migrate to a new system

I have a mix of digital files with no records and records with no files

I'm not sure

Other (please specify)

4. What are you hoping to digitize?

- a collection of items (e.g. books or photographs)
- a collection of audio and/or video items
- an index or catalogue (e.g. records about objects or items)
- newspapers
- all
- not sure

Other (please specify)

5. How did you hear about ODW or ODW's services?

- An existing VITA site
- Facebook
- World Wide Web
- Google Ad

Word of mouth: Who told you about ODW?

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Your collections

Please complete the following questions to the best of your knowledge so we can start building a profile of your content and digitization project goals.

6. Permissions:

Have you determined the copyright status of your items?

- Yes
- Not yet
- Other (please specify)

7. If applicable, does your organization have written permission from the copyright holder or publisher to reproduce this content?

- Yes
- Not yet
- Other (please specify)

8. Format:

What format(s) is your collection in? [Please check all that apply]

- Microfilm positives (public copies or used)
- Microfilm positives (1st generation or never used)
- Microfilm negatives
- Microfiche (public copies or used)
- Microfiche (1st generation or never used)
- Paper copies
- Slides/Negatives
- Audio (cassette, vinyl, etc)
- Video cassette (VHS, Beta, etc)
- Digital
- Other (please specify)

9. Original copy producers (where applicable):

To help us find the best copies of your microform material, please identify the company who produced the microfilm, fiche, or other **(non-paper)** copies of your items? Please supply the name(s) of the producers that correspond with each format.

Microfilm	<input type="text"/>
Microfiche	<input type="text"/>
Digital	<input type="text"/>
Other	<input type="text"/>

10. If your collection includes digital files, please indicate the types of files. Include here any other information you might have about the digital files, e.g. resolution (dpi), dimensions (px long side).

JPG

TIF

PDF

TXT

JP2

MP3

MOV

MP4

11. Please help us calculate an approximate number of *items* per format you plan to digitize Note: an average will do for estimation purposes. Use [this handy guide](#) to approximate how many images might appear in any format.

Notes:

For microfilm, the number of reels will be multiplied by 1000 for estimation purposes.

For microfiche, the number of fiche and how many images per fiche helps us estimate processing costs.

Photographs (prints):

Photographs (slides or negatives):

Books (# of volumes and approx. pages per volume):

Microfilm (# of reels):

Microfiche (# of fiche and panes per fiche):

Digital (# of files):

Documents:

Analog audio (# of cassettes)

Digital Audio (# of files)

Analog Video (# of cassettes)

Digital Video (# of files)

Other:

12. For books (and other multipage items):

How are your paper copies stored? (Please check all that apply)

- Bound
- Unbound
- Vertical files

Other (please specify)

13. Please enter the # of each and dimensions for the paper volumes in your collection, e.g. 10 bound volumes at 11"x17" ; 3 unbound items at 7" x 15"

Bound

Unbound

14. Can your bound copies can be cut for scanning? Yes or No

15. Output requirements:

What digital file types do you require from this project for your archives or long-term storage? All images will be digitized in greyscale unless otherwise requested. [Please check all that apply]

- 300dpi TIF
- 300dpi JPG
- PDF (readable)
- TXT (from OCR)
- Colour images

Other (please specify)

16. Do you have a preference to work with a particular digitization vendor? If yes, please provide their full organizational name and contact information.

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Metadata and Index records

Please indicate if you have existing index or metadata records (local history, catalogue, or newspaper, etc.) that will be included as part of the digitization project.

17. Do you have indexes or metadata records you wish to include?

Yes

No

Not sure

Other (please specify)

18. If you answered yes above, what format are the records in presently? [Please check all that apply]

They're on Microfilm

They're on Microfiche

They're in a Database (enter name in "Other" category below e.g. VITA / AccessDB / InMagic, etc)

They're in a Spreadsheet

They're in a Word document

They're Typed index cards

They're Handwritten index cards

Other (please specify)

19. What types of index or metadata records do you have: [Please check all that apply]

- Births
- Deaths (including Obituaries and In Memoriams)
- Marriages
- Articles
- Advertisements
- Catalogue
- Descriptive (i.e. metadata that describes your collection items)
- Other (please specify)

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Project requirements

Help us meet your project obligations:

20. Do you have timelines (deadlines, milestones, etc) associated with this project and what are they?

21. Please supply any other information about your content or project parameters for further discussion.

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Thanks & Contact

Thank you!

We'll be in touch shortly.

If applicable, we will need sample files and records to properly assess the collection.

If you are interested in digitizing a collection of newspapers, please complete [this form](#) instead.

Questions? Contact Jess at jposgate@ourdigitalworld.org