

Newspaper Digitization Project Checklist

About you

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

*** 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. How did you hear about ODW's services?

web search

word of mouth (from whom? please specify below)

conference (which one? please specify below)

Other (please specify)

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Full run newspaper collections

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

4. Permissions:

Have you determined the copyright status of your newspaper content?

- Yes
- Not yet
- Other (please specify)

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

- Yes
- Not yet
- Other (please specify)

6. What are the publication titles and the range of years that you plan to digitize? e.g. Newmarket Era 1884-1950 [Please enter each publication with dates on a separate line]

7. Format:

What format(s) do you plan to digitize from? [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
- Digital
- Other (please specify)

If you only have paper copies, please skip to Q11

8. Original copy producers:

Who produced the microfilm, fiche, or other preservation (**non-paper**) copies of your newspapers? 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"/>

9. If your collection includes digital files, please indicate what type of files. Include here any other information you might have about the digital files, e.g. resolution (dpi), dimensions (px long side). [Please check all that apply]

JPG	<input type="text"/>
TIF	<input type="text"/>
PDF	<input type="text"/>
TXT	<input type="text"/>

10. Please help us calculate an approximate number of *images* per preservation format you plan to digitize (i.e. the actual image on the fiche/film/hard drive, etc, not pages). 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.

Microfilm (# of reels):

Microfiche (# of fiche and panes per fiche):

Digital (# of files):

Other:

11. Duplex images:

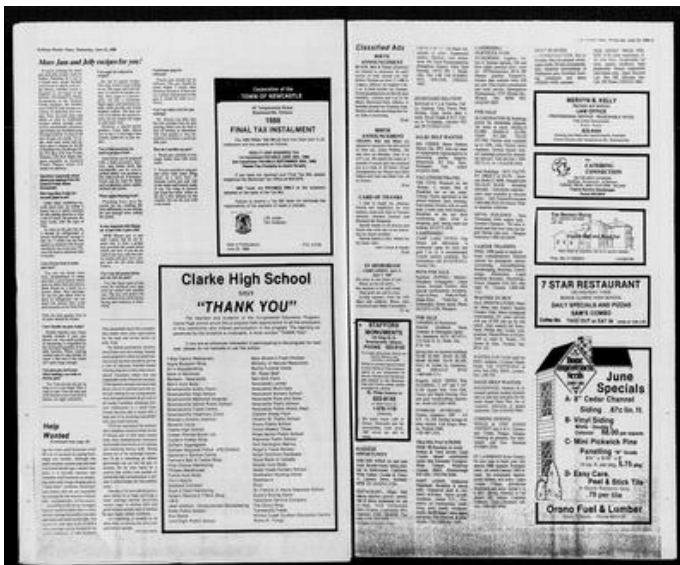
Please indicate approximately how many images in any given format represent two pages (2-up) (e.g. if 4/10 microfilm reels contain images that represent two pages at a time (see example), the other 6/10 were filmed a single page at a time = enter 4/10 or 40% in the microfilm row below)

Microfilm:

Microfiche:

Digital:

2-up page images



12. Page count:

Approximately how many pages do you plan to have digitized? (e.g. No. of years x issues per year x pages per issue)

13. Paper copy storage:

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

Bound

Unbound

Other (please specify)

14. Bound vs. Unbound issues

Please approximate the number of bound volumes.

15. Page dimensions:

What are the physical dimensions of the paper pages (single face, not full spread) e.g. width x height.

Please indicate whether measurement is in inches or centimeters.

Providing multiple sizes please clearly separate each pair with commas.

16. 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)

17. 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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Newspaper Index

Please indicate if you have an existing newspaper index that will be linked to the full-run page images during this digitization project.

18. Do you have index records for these publications?

- Yes
 No
 Not sure

Other (please specify)

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

- Microfilm
 Microfiche
 Database (enter name in "Other" category below e.g. VITA / AccessDB / InMagic, etc)
 Spreadsheet
 Word document
 Typed index cards
 Handwritten index cards
 Other (please specify)

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

- Births
 Deaths (including Obituaries and In Memoriams)
 Marriages
 Articles
 Advertisements
 Other (please specify)

21. Approximately how many index records are available in each format type?

Microfilm (no. of film)

Microfiche (no. of sheets)

Database (no. of records)

Spreadsheet (no. of records)

Word document (no. of records)

Typed index cards (no. of cards)

Handwritten index cards (no. of cards)

Other

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Project requirements

Help us meet your project obligations:

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

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

**Thank you! We'll be in touch shortly and, if possible, will request some sample image and/or index content. Questions?
Contact Jess at jposgate@ourdigitalworld.org**