**Project Name:** Provide formal collection name as it will appear in the IR

*Replace right column text with project specific information. Please contact CDS with any questions*

**Date:**  Date checklist is prepared

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| --- | --- |
| Target Audience | Identify targeted users of digitized materials, statement of user need or how digitized collection will help facilitate research |
| Collection description | Provide material description, including collection scope, quantity, document forms and physical condition. Also provide information on selection criteria used if digitization does not include the entire physical collection. |
| Access and use parameters | Identify rights of materials and any access/use issues |
| Schedule | Determine if timeframe is reasonable and does not adversely impact resources needed for existing projects |
| Personnel | Identify project personnel and resources |
| Metadata application profile[[1]](#endnote-1) | Define appropriate level of metadata and schema for collection |
| Digital specifications ii | Identify file format(s), digital specifications (resolution, bit depth, etc) and file naming schema for both masters and derivatives. |
| Storage | Calculate size of storage needed |
| Equipment requirements | Identify equipment needed for the digitization work, are appropriate and available for the work to be done, and do not conflict with other projects |
| Digital Preservation | Any additional digital preservation requirements are clearly identified and supportable by the IR system. Define level of preservation needed for support of collection long term. |
| Repository Structure | Structure of collection in the repository is identified. Any special requirements for formatting in the repository can be accommodated. Provide item level determination. |
| Programming support | Confirm programming support can be committed in the project's timeframe, especially for any special programming needs identified. |
| Workspace Permissions | Permissions assigned to project staff for submitting digitized content to workspace server and the repository |
| Training needs | Identify any personnel training needs (e.g. scanning, IR submission process and including using workspace server (fonlibstor)) |
| Funding | No additional funding required |

1. Identify best practices to be used in metadata creation or digital capture process. It is preferable to point to communities of practice that support a particular media or subject matter rather than creating highly customized but local rules that may be difficult to sustain long term and or less interoperable. [↑](#endnote-ref-1)