



## Some Digital Project Considerations

### 1. Scope of the project:

What is the purpose of the project?

What material should be included in the proposed digital project? Is the project finite in the scope of materials to be included or will it be an ongoing effort to digitize new materials? Who will have access to the project/information created?

- DPLA (Digital Public Library of America) - Selecting Content:  
<https://dp.la/info/about/projects/public-library-partnerships/selecting-content-for-a-digitization-project/>

### 2. Project Costs:

What costs may be associated with creating and maintaining the digital project?

- Equipment
- Personnel
- Preservation materials
- Maintenance, hosting, and access of the project
- Legal and/or registration fees

Who will incur the costs for the project or how will the project costs be paid for?

- DPLA (Digital Public Library of America) - Planning for Digitization:  
<https://dp.la/info/about/projects/public-library-partnerships/planning-for-digitization/>

### 3. Copyright:

Who owns copyright of the materials to be included in the digital project?

What steps may be necessary to acquire permissions for creating digital copies of materials to be included in the digital project?

What costs may be associated with acquiring copyright permissions?

- DPLA (Digital Public Library of America) - Understanding Copyright:  
<https://dp.la/info/about/projects/public-library-partnerships/understanding-copyright/>



#### 4. Standards to employ:

What type of software/database will be used?

What standard for a metadata scheme will be chosen if relevant?

- DPLA (Digital Public Library of America) - Using Metadata to Describe Content: <https://dp.la/info/about/projects/public-library-partnerships/using-metadata-to-describe-digital-content/>
- Dublin Core: <http://dublincore.org/>
- OCLC Bibliographic Format and Standards for MARC: <http://www.oclc.org/bibformats/default.htm>
- Accessibility: W3C/WCAG <http://www.w3.org/WAI/WCAG1AA-Conformance>
- Open Archives: <http://www.openarchives.org/>

What steps will be taken to ensure that selected standards are employed?

- DPLA (Digital Public Library of America) - Digital File Management and Formats: <https://dp.la/info/about/projects/public-library-partnerships/digital-reformatting-and-file-management/>

#### 5. Work Responsibilities, Timelines, and Target Dates

Who will contribute to the content and creation of the project? In what way will each participant be involved?

What policies should be developed to guide content contribution?

Who will be responsible for project oversight?

Who will be responsible for maintaining the project? Will the project need continual review or will the project have a “completion date?”

What are the target dates for staff access and public access? Are these dates the same or different?

#### 6. Marketing and Review

How will the project be marketed?

- DPLA (Digital Public Library of America) - Promoting Use of Your Project: <https://dp.la/info/about/projects/public-library-partnerships/promoting-use-of-your-digital-content/>

How will access and use statistics be gathered and reviewed?

