Mississippi State University Libraries

Digitization

Policies and Procedures

Policies

- [Digitization Requests](#)
- [Criteria for Inclusion in Digital Collections](#)
- [Project Proposal](#)

Procedures

- [Project Plan](#)
- [Use Approval Chart](#)
- [Project Timeline](#)
- [Scanning Flow Chart](#)

Mississippi State University Libraries Policy for Digitization

Submitting digitization and file retrieval requests to DPAU

Currently there are three types of common requests submitted to the DPAU:

- Patron- (researcher, faculty, department or other) requests for digitization
- Project- submission of new items to add to an ongoing approved project
- Archival image retrieval- requests for hi-resolution versions of images already digitized (generally patron or donor requested)

Digitization requests along with all required information are submitted via the ticket system, with no need to attach a separate request form. This will help track use of the collections.

Patron Requests

Digital reproduction (digitization) of the materials will be permitted when the condition of the documents allows and in the absence of specific restrictions on the collection. Digitization requests will be evaluated and vetted by Special Collection staff and then submitted to DPAU via the helpdesk (ticket system). Digitization for remote patron access to materials may be completed by the Special Collections holding department or DPAU staff, depending on the nature of the request. Below are the conditions which would require DPAU scanning (see also criteria list in appendix):

- Materials that may be included in published collections (see criteria)
- High-resolution (greater than 300 dpi) or archival format images are needed
- Materials are too large for departmental scanners
- The materials are likely to be requested again
- Other extenuating circumstances, such as a need to store on server with frequent back-ups, or a rush-order (with prior arrangement)

Departments should scan the materials when:

- The images are unlikely to be published online
- Only access images are needed, not publication quality

Digitization Projects

New, published digital collections will be created with the approval of the Digital Projects Priorities Committee. The project sponsor should complete a project proposal form and submit it to the DPP committee. Once the proposal has been approved, the sponsor assembles a project team and develops a timeline (see 'Digital Use Approval chart)

Criteria for determining inclusion of materials in Digital Collections

Use this questionnaire to help determine whether images need to be digitally archived for later inclusion in an online collection.

1. **Can material be repurposed as online exhibit?** This point applies mainly to materials being scanned so that duplicates may be used for a physical exhibit, but may also apply to materials being pulled together for other types of presentations as well. Materials that meet this criterion may not have high research value, but they should be of interest to end-users (current events, tied to a theme, etc.) and meet all other criteria.
2. **Research value**: based on frequency of past requests for similar materials or anticipation of future requests.
3. **High contextual significance**: Materials should provide enough information (textual/visual) to provide context for and the possibility of a deeper understanding of a given topic or collection. (Good examples: a rural almanac, correspondence [identified parties], identified photographs, crops ledger. Poor examples: unidentified photo of baby, illustration of unknown subject matter, multiple images of the same subject from same date without significance in duplication [i.e. Does the multiplicity really add to the understanding or context of the subject?])
4. **Original materials**: No duplicates (e.g. photocopies, transcripts without original, microfilm)
5. **Unavailable in another format or limited/difficult accessibility**: Materials that meet this criterion are not available on microfilm (here or elsewhere); as a photocopy; in a reprint; available through ILL; circulating; or already digitized (here or elsewhere).
6. **Not restricted**: Materials should not contain information that would be considered private or defamatory to any living persons; should either be in the public domain or the copyright should be held by MSU.
   If materials are being loaned for duplication (not physically held at MSU): a.) Do we have a legal agreement that grants us the right to display them online? and b.) Are materials significant enough for inclusion in the online collection to warrant dealing with the possible misunderstanding of patrons who may wish to consult the physical item?
7. **Suitable candidate for digitization**: This determination will be made based on whether or not a digital reproduction of the item will provide enough detail to be useful. Very faded items, items with major discolorations or damages which obscure significant portions of the item are not suitable candidates for digital representation.

Project Proposal

A proposal, outlining the purpose of the project as well as some key details must be completed by the person recommending the project (sponsor) and submitted to the Digital Projects Advisory Group prior to beginning any new project.

1. **Sponsoring Department/Team:**

2. **Materials recommended for Digitization**
   (Please indicate collection/item name, number, series, box number, folder number, creator(s), and other relevant information to the fullest extent possible.)

3. **Timeline**
   (Please give a rough timeline for the project, including goals and preferred start/end dates.)

4. **Reasons for Nomination**
   (Describe why the materials are important, according to the digital project selection criteria. Why should these items be made available digitally?)

   - *Value*. Please indicate any informational, administrative, or artifactual value. Is this a collaborative project?

   - *Use*. Please indicate usage information about the item(s). Do the items include MARC or EAD records?

   - *Risk*. Are there preservation concerns with the item(s)?

   - *Rights*. Please describe whether MSU Libraries has permission to publish the item(s), detailing collection restrictions, current copyright status or intellectual property rights.

5. **Resource Requirements**
   (Please indicate technical information for the digitization project.)

   - *Extent*. Detail the number of physical items to be scanned (including number of pages).

   - *Format(s)*. Please indicate the digital output(s) desired.

   - *Metadata*. Please indicate schema(s) preferred for describing the digital item(s).

Project Plan

Project Team assignments

    Once a project is approved, a project team is designated & specific duties assigned.

Project plan should assign the following duties to specific team members:

1. **Selection/Scope**   _____

(Who is responsible for determining which specific materials within the scope of the

project will be digitized? What criteria will be used, and where will it be recorded?)

2. **Digitization**   _____

(Will it be done in-house, or by an outside vendor?)

3. **Copyright ownership/ use policy** _____

(Do we know the copyright status? Will this be published to the web or restricted to the

Library? What are the conditions for use and who can authorize use?)

4. **File naming & storage**   _____

(Where will the archival files be stored, what format, what naming system?)

5. **Metadata schema**   _____

(What fields will be used, which are 'required,' what are the acceptable terms and formats)

6. **Delivery/interface**   _____

(What search/browse features will be required, what particular display issues need to be

addressed. Will it go into an existing interface or a new one? Which template?)

7. **Testing/ review**   _____

(Who will be involved in test-driving the interface, and what specific directions do they

need?)

8. **Publicity**   _____

(Who will be responsible for creating press releases, and which outlets will be targeted?)

9. **Use authorization/ citation**

(Who can 'sign off' on permission for use? What is the preferred citation?[p. 9])

Digital Use Approval list and preferred citation reference chart

Collection (CDM)	Authorization for use	Preferred citation
Templeton		
CHARM	Mattie Abraham	
Civil War (ASERL)	Mattie Abraham	
University Archives	Mike Ballard or Ryan Semmes	
CPRC	Mike Ballard or Ryan Semmes	
U.S. Grant	Mike Ballard or Ryan Semmes	
Cobb Tools		

MSU Digital Project timeline

Phase	Start	Finish	Assigned to
Project proposal			
Project Approval			
Metadata plan			
Selection			
Scope and content notes			
Digitization			
Upload to CDM			
Interface plan			
Search interface			
Testing & review			
Publicity			
Use policies & prefered citation			

Patron Requests or Scans for Physical Exhibits

Can material be used in Digital Collections? (see criteria)

OR

Is a high resolution copy or archival file format needed (for publication)?

YES ⟹ DPAU

NO

⇓

Scan in department; store on N: drive (This is drive is not routinely backed-up.)

OR

If sending to IMC, place image file on L: drive temporarily.

⟹

Originating dept. is responsible for deleting files when finished if temporary.

OR

Originating dept. is responsible for ensuring a single copy is stored on N: drive if using for PowerPoint, exhibits, any other use outside of digital collections. Delete all other copies.