

# SPECIFICATIONS FOR PROJECTS THAT DEVELOP DIGITAL PRODUCTS

## Part I. Complete the appropriate section(s):

### A. Converting Non-Digital Material to Digital Format

A1. Describe types and original formats of materials to be selected for digitization and quantity of each.

A2. Identify copyright issues and other potential restrictions with regard to the original non-digital material.

Public domain: \_\_\_\_\_ % of total.

Privacy concerns: \_\_\_\_\_ % of total. Plan to address:

Permissions have been obtained: \_\_\_\_\_ % of total.

Permissions to be requested: \_\_\_\_\_ % of total.  
Plan to address:

Other: \_\_\_\_\_ % of total. Explain:

A3. Describe how the newly digitized material will be made available to the public. Explain the terms of access and conditions of use. Identify and explain any restrictions that will apply to digitized material and specify what percentage if any of the total material will be subject to restrictions.

A4. List the equipment and software, with specifications, whether purchased, leased, or outsourced, that will be used (e.g., camera, scanner, server, A/D audio or video converter).

### B. Repurposing Existing Digital Content

B1. Describe types and original formats of digital materials to be selected for repurposing and quantity of each.

B2. Identify copyright issues and other potential restrictions with regard to the original digital material.

Public domain: \_\_\_\_\_ % of total.

Privacy concerns: \_\_\_\_\_ % of total. Plan to address:

Permissions have been obtained: \_\_\_\_\_ % of total.

Permissions to be requested: \_\_\_\_\_ % of total.  
Plan to address:

Other: \_\_\_\_\_ % of total. Explain:

B3. Describe how the repurposed material will be made available to the public. Explain the terms of access and conditions of use. Identify and explain any restrictions that will apply to repurposed material and specify what percentage if any of the total material will be subject to restrictions.

B4. List the equipment and software, with specifications, whether purchased, leased, or outsourced, that will be used (e.g., MPEG encoder, non-linear editing system, GIS software).

### C. Creating New Digital Content

C1. Describe types of materials to be created in digital form and quantity of each.

C2. Describe plan to obtain releases/permissions from project content creators and subjects.

C3. Describe disposition of ownership and use rights of new product. Describe how the new product will be made available to the public. Explain the terms of access and conditions of use. Identify and explain any restrictions that will apply to new content and specify what percentage if any of the total material will be subject to restrictions.

C4. List the equipment and software, with specifications, whether purchased, leased, or outsourced, that will be used (e.g., camera, audio recording equipment, video recording equipment, encoding software, server).

### Part II. Answer all questions:

5. Specify each type of file format (e.g., TIFF, JPEG, MPEG) to be produced and anticipated quality (e.g., minimum resolution, depth, tone, pixel dimensions, file size, sampling rate) of each.

Master: \_\_\_\_\_

Access: \_\_\_\_\_

Thumbnail: \_\_\_\_\_

6. Describe the delivery medium that will be used (e.g., Internet, broadcast, DVD).

7. Describe the underlying software to manage and/or present the content (e.g., DSpace, Fedora, ContentDM).

8. Describe the quality control plan.

9. Explain how descriptive and administrative metadata will be produced and used to describe and manage the content. Include the standards that will be used for data structure, content (e.g., thesauri), protocols, preservation and administrative information, and communication of the content (e.g., MARC, EAD, Dublin Core, PBCore, VRA Core Categories, or Categories for the Description of Works of Art).

10. Describe plans for preservation and maintenance of the digital files during and after the expiration of the grant period (i.e., storage systems, migration plans, and commitment of institutional funding).

11. If content will be provided on the Internet, indicate agreement to submit collection-level records for digital products to the IMLS Digital Collections Registry. State reasons for selecting alternative approaches.

12. Provide URL(s) for applicant's previous digital products, if applicable.