



Planning Digitisation Projects

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30/11/2012
CERL Annual Seminar

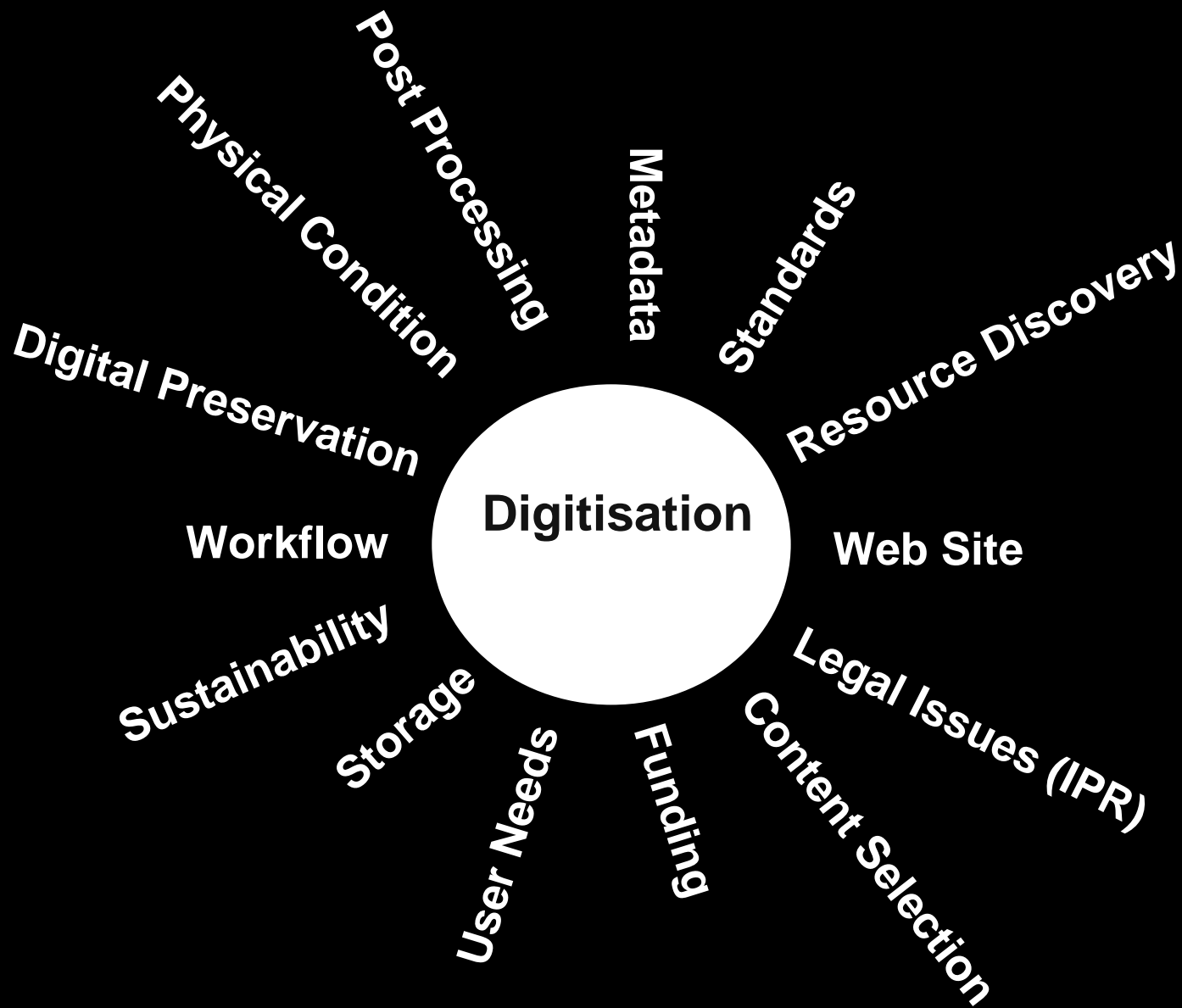
“is the representation of an object, image, sound, document or a signal (usually an analog signal) by a discrete set of its points or samples. The result is called *digital representation*”

<http://en.wikipedia.org/wiki/Digitizing>



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Let's digitise you



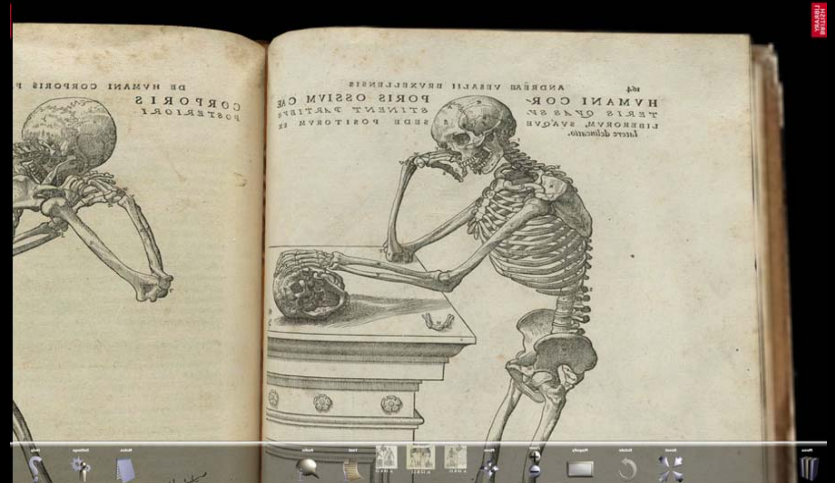


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Planning Projects

To Begin With

- Set goals, objectives & scope
- Determine the audience
- Identify funding source
- Consider institutional capabilities
- Plan governance



What to digitise

- What's unique / important / relevant?
- What's needed?
- What's possible?
- Cost
- Copyright
- Condition





Boutique Digitisation

TTP App Local

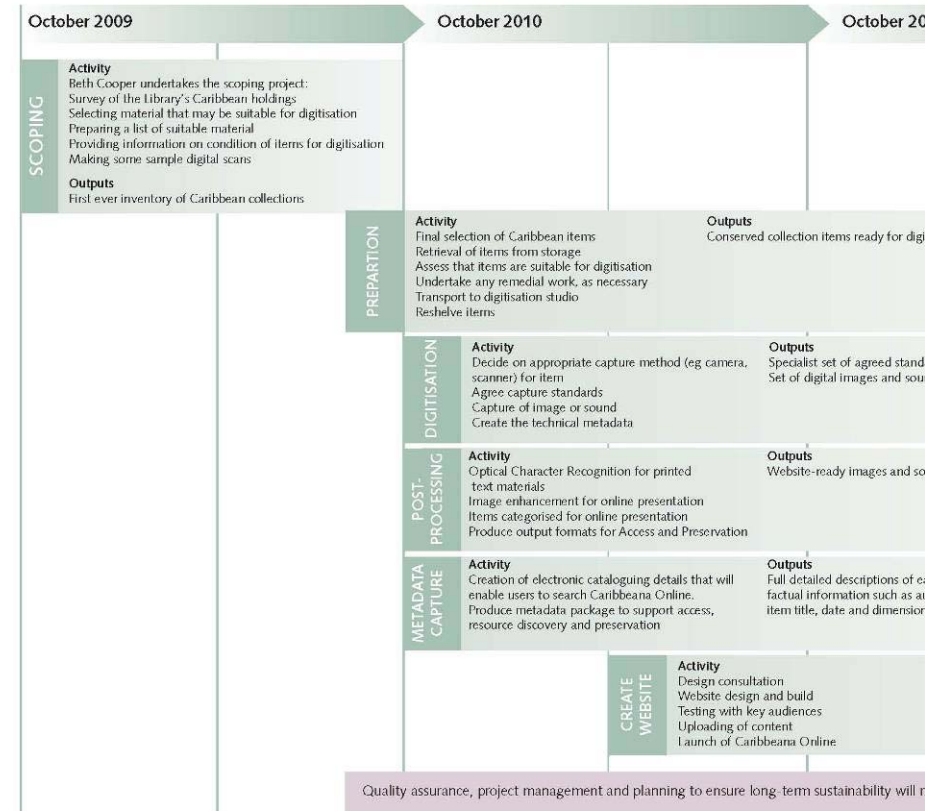
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Mass Digitisation



- ➔ Scoping
- ➔ Preparation
- ➔ Digitisation
- ➔ Post-processing
- ➔ Metadata
- ➔ Quality Assurance
- ➔ Preservation
- ➔ Access



Costing a Project

→ Consider people, equipment & services

Workflow Stage	Description	Tasks	Responsibility	Resource Requirements
Selection	Is the aim to digitise all the Greek manuscript volumes and papyri held at the BL. No further selection activity is required.	None	Curator	N/A
Retrieval	Each item to be digitised will need to be located and retrieved and it may be sensible to do an initial condition assessment against an agreed set of criteria. If criteria are met material is taken to preparation area otherwise material is set aside.	1. Locate item(s) to be retrieved 2. Do in-situ condition check 3. Move item(s) to preparation area	Project Team	3 x Grade B (24 mos)
Preparation	Undertake a more in-depth condition check, as needed Collection Care will also review the condition of material. Material will then either be prepared for digitisation or sent for reshelving.	1. Do detailed condition check 2. If needed request Collection Care check If check passed 3. Prepare for Digitisation otherwise 4. Return to storage location	Project Team Collection Care	Use resources from retrieval
Transport & Handover	Material to be moved from preparation area to digitisation studio. This is assumed to be the handover from BL to the digitisation sub-contractor	1. Prepare material for transport 2. Undertake agreed procedures for handover to sub-contractor	Project Team Sub-contractor	Use resources from retrieval
Capture	Capture of digital images from original to agreed technical standards. Material stored and handled within the studio in accordance with agreed guidelines.	1. Capture of digital images 2. Capture of digital images	Sub-contractor	Estimate of £x per page Cross project cost is based on estimate for estates work to commission the Micro Digitisation Studio
Post-processing	In accordance with agreed standards produce the outputs for access and preservation	1. Manual and automated post-processing activities	Sub-contractor	
Quality Assurance	Quality assurance will be the responsibility of the	1. The Project Quality Plan will define the	Sub-contractor	Project Admin will



Costing a Project - Elements

- Selection, preparation, retrieval, transport
- Digital capture, post processing,
- Quality assurance, metadata creation
- Presentation, storage
- Project management, procurement
- Training, infrastructure, IT



Ongoing Project Activities

A yellow sticky note with a silver pushpin at the top center. The text "Project Management" is written in bold black font in the center of the note.

**Project
Management**

A yellow sticky note with a silver pushpin at the top center. The text "Sustainability" is written in bold black font in the center of the note.

Sustainability



Sustainability

- Lifecycle project planning
- Editorial & Technical sustainability
- Align with organisational objectives
- Engage with community

Challenges & Issues

- Funding
- Storage & Digital Preservation
- Sustainability
- Content Extraction
 - OCR, Transcription, Layout Analysis
- National / International Cooperation
 - Europeana

Recent Funding Example

- JISC Mass Digitisation Call
- £3.4m total funding
- 7 projects funded
- 68 bids received

JISC

- <http://digitisation.jiscinvolve.org/wp/>

Where to look?

Further guidance



Further Guidance



Digital**Preservation**Coalition



| D | C | C

Digital Curation Centre

cilip



Collections
Trust

JISC



Preservation
AdvisoryCentre



JISC Digital Media



Thank you.

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