Attachment 3: Project Deliverables

The Peripheral Manuscripts Project: Digitization and Discoverability of Pre-1600 Manuscripts in the Midwest, Indiana University Bloomington

This project will digitize and enhance or create descriptions for 1,442 pre-1600 manuscript items, held across twenty-three institutions in the Midwest. These items consist of: 99 codices (books), 957 individual leaves, 257 documents, one roll, and 128 fragments of medieval manuscripts found in medieval or post-medieval book bindings.

Images of project items will adhere to national digitization and metadata standards, and will include:
- 45,025 TIFF digital archival files from which we will derive the same number of JPEG thumbnail files, JPEG2000 interactive files, and PDF files for download

While partners report that relatively complete item-level descriptive metadata exists for a roughly 540 items to be included in the project, much material remains under- or undescribed and, thus, the description of the remaining 902 items for the purpose of discoverability will be a key outcome of this project. For the 540 items that have pre-existing descriptions, the description team will confirm the accuracy of those descriptions, add that metadata into our project's OCHRE database, and fill in any missing categories of information that are expected based on our project's taxonomy to ensure consistency of description across partner collections. For the 902 items that are un- or under-described, the description team will create new metadata records in our project's OCHRE database. For all records, the description team will also record any connections between these items and other items in the Peripheral Manuscripts Project repository (as might happen when multiple institutions hold individual leaves taken from the same, original book which was previously broken).

All images and accompanying metadata will be IIIF-compliant, publicly accessible, and discoverable through the open-access digital library repository, Indiana University Libraries Digital Collections by June 2028. Long-term access to these project deliverables will be ensured first by an initial, renewable ten-year hosting agreement formalized in the MOU each partner institution will sign with Indiana University, in which IU Libraries guarantee the maintenance of project results, their storage on IU servers, and their access via IU Digital Collections for the period of agreement. Images and descriptions will also be aggregated, when possible, to existing larger-scale digital infrastructure, such as Digital Scriptorium, Cantus, and Fragmentarium, to maximize the discoverability of partner items and collections. Project images and descriptions of partner collections will also be shared with those partners so that they can add those images and item descriptions to their own local catalogs, according to their desires.

Periodically throughout the grant period, the project team will share project documentation (digitization guide, metadata guide, and stylesheet) on our Github site (https://github.com/midwest-manuscripts/peripheralmss). These resources will remain accessible after the project's completion, so that partner institutions can use and adapt this material, as needed, and so that other initiatives might be able to build upon our project's work in future years.