

# Digitization Project Profile

University of Cincinnati Libraries

Prepared by Sidney Gao and James Van Mil – June 2020

Project Name:

Selector or Project Manager:

Collection Description (include a description of distinctive qualities of this collection):

## Vision

What are the goals and objectives for this digital collection? What University and UCL goals, missions, and visions are being met?

## Impact

Define how you will measure the impact of this project. What are the key success factors?

## Audience

Please give a specific, detailed description of an existing or expected user community for this digital collection, including historic use patterns.

## Diversity & Inclusion

Please describe how this collection supports the representation of minority and/or historically underrepresented groups.

## Materials & Preparation

Is the collection catalogued? Have items marked for digitization been arranged in the desired manner? If not, please explain.

## Handling & Preservation

Describe the condition of items to be digitized: can the items be handled safely without oversight or treatment from The Preservation Lab? Is there risk of information loss if the collection is not digitized?

## Related Collections

Please describe any related physical or digital collection at UC or another institution. Is the collection, or parts of the collection, publicly available online in another repository?

## Intellectual Property Risks

\_\_\_ Donor restrictions

\_\_\_ Permissions & use restrictions

\_\_\_ Copyright restrictions

\_\_\_ Privacy restrictions

If you selected any of the above, please describe the risk:

## Digital Preservation

What is the size of the collection in pages?

What content types will be digitized?

## Metadata

Do you anticipate any challenges in filling out the provided Metadata/Inventory spreadsheet and providing the required metadata? If so, please explain.

## Accessibility

Does the digitized collection pose significant challenges for meeting UCL digital content accessibility standards? Significant challenges include needing transcription and alternative text for images. If so, please explain.

## Access Location

☐ DRC      ☐ Scholar@UC      ☐ Luna

☐ Other repository environment - if applicable, please explain: