Digitization Project Profile

University of Cincinnati Libraries

Template prepared by Sidney Gao and James Van Mil – updated January 2021

Project Name:

Selector or Project Manager:

Date:

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?

Consider the UC [Strategic Directions](https://www.uc.edu/about/strategic-direction.html), UCL Strategic Sizing Charter (internal document), and the UCL Strategic Plan [Tenets](https://libraries.uc.edu/about/strategic-plan/tenets.html) and [Pillars](https://libraries.uc.edu/about/strategic-plan/pillars.html).

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 and workflow

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: