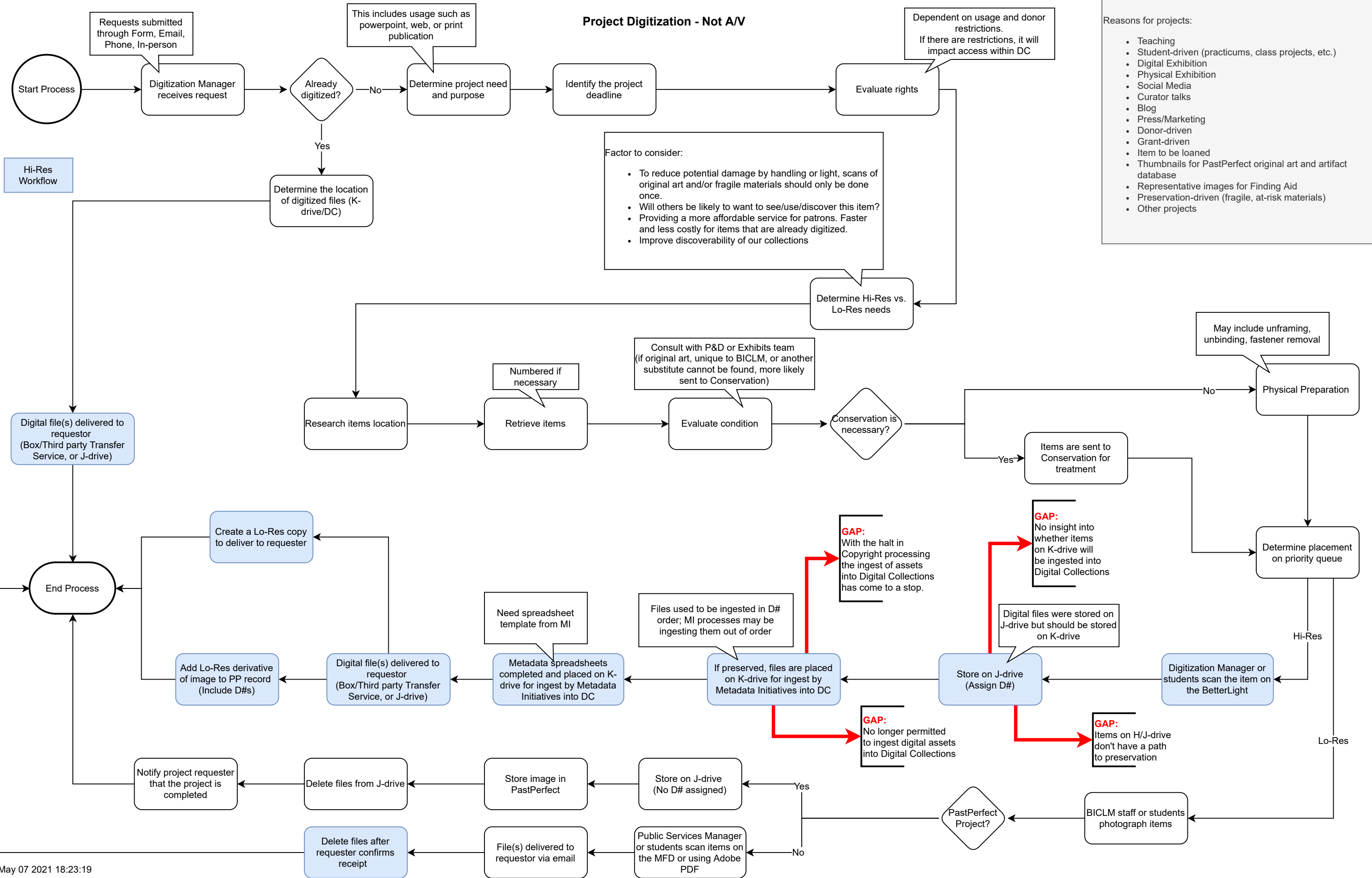


Project Digitization - Not A/V



Requests submitted through Form, Email, Phone, In-person

This includes usage such as powerpoint, web, or print publication

Dependent on usage and donor restrictions. If there are restrictions, it will impact access within DC

Hi-Res Workflow

Factor to consider:

- To reduce potential damage by handling or light, scans of original art and/or fragile materials should only be done once.
- Will others be likely to want to see/use/discover this item?
- Providing a more affordable service for patrons. Faster and less costly for items that are already digitized.
- Improve discoverability of our collections

- Reasons for projects:
- Teaching
 - Student-driven (practicums, class projects, etc.)
 - Digital Exhibition
 - Physical Exhibition
 - Social Media
 - Curator talks
 - Blog
 - Press/Marketing
 - Donor-driven
 - Grant-driven
 - Item to be loaned
 - Thumbnails for PastPerfect original art and artifact database
 - Representative images for Finding Aid
 - Preservation-driven (fragile, at-risk materials)
 - Other projects

Consult with P&D or Exhibits team (if original art, unique to BICLM, or another substitute cannot be found, more likely sent to Conservation)

May include unframing, unbinding, fastener removal

GAP: With the halt in Copyright processing the ingest of assets into Digital Collections has come to a stop.

GAP: No insight into whether items on K-drive will be ingested into Digital Collections

Digital files were stored on J-drive but should be stored on K-drive

GAP: No longer permitted to ingest digital assets into Digital Collections

GAP: Items on H/J-drive don't have a path to preservation