

Appendix H

Digital Collection Project Proposal Requirements

Requirements:

Proposals **must** include a clear scope statement. Projects that demonstrate collaboration among cultural institutions or involve material about specific Oregon places or themes related to Oregon's heritage will be given priority. In this context, cultural heritage collections are defined as follows:

A cultural heritage collection is a legacy of artifacts and intangible attributes of a group or society inherited from the past, and preserved and interpreted and explained by experts and made available online for future people. Includes architecture, books, art, or artifacts.

Proposals involving the creation and preservation of digital objects **must** show evidence that the [ALCTS Minimum Digitization Capture Recommendations](http://www.ala.org/alcts/resources/preserv/minimum-digitization-capture-recommendations) (<http://www.ala.org/alcts/resources/preserv/minimum-digitization-capture-recommendations>) have been consulted and applied to the project.

The digital materials in the proposal **must** be described according to a recognized standard metadata schema appropriate for the materials. Consult [Appendix II of ALCTS Minimum Digitization Capture Recommendations](http://www.ala.org/alcts/resources/preserv/minimum-digitization-capture-recommendations#appendix_ii) (http://www.ala.org/alcts/resources/preserv/minimum-digitization-capture-recommendations#appendix_ii) for information about standard metadata schema. At a minimum, the following metadata elements must be included:

- Unique identifier
- Rights Statement (according to [standard](http://pro.europeana.eu/share-your-data/rights-statement-guidelines) (<http://pro.europeana.eu/share-your-data/rights-statement-guidelines>))
- Description or Title (at least one or the other, but may include both)
- Creator (if known)
- Date (if known)
- Place (if known)

The proposal **must** show evidence that the digital material's metadata is harvestable either by adhering to [OAI-PMH protocols](http://www.openarchives.org/pmh/) (<http://www.openarchives.org/pmh/>) or through the use of an [open API](https://en.wikipedia.org/wiki/Open_API) (https://en.wikipedia.org/wiki/Open_API).

Proposals **must** include a plan that describes institutional commitment to long-term access and preservation of digital materials. Proposals to digitize materials solely for short term exhibition purposes will not be considered.

The digital materials in the proposal **must** be publically accessible for free or display clear information about the public's right to use the material. Issues associated with copyright, ownership, privacy, and cultural concerns must be clearly addressed.

Upon completion, projects should be publicized among Oregon library and cultural heritage community. Plan for publicity should be included in the grant proposal.

Reporting:

In the final grant activity report describe the processes used, lessons learned and other information that could serve as “best practices” for other institutions.

- Provide web analytic reports that demonstrate use of digital material at least during the grant year.

Be sure these are evident in the body of the grant proposal:

- ✓ Proposal includes a clear scope statement of what will be in the digital collection
- ✓ Project involves collaboration among cultural institutions
- ✓ Project involves materials about Oregon places or heritage
- ✓ Proposal indicates ALCTS Guidelines were consulted and applied to the project
- ✓ Proposal provides information about the metadata schema to be used
- ✓ Metadata standard used are recognized in ALCTS guidelines
- ✓ Proposal indicates required metadata elements will be created for project
- ✓ Proposal indicates method in which metadata created for project will be accessible/harvestable
- ✓ Proposal includes plan for long-term access and preservation of digital materials
- ✓ Proposal indicates plan for digital materials’ public availability
- ✓ Proposal shows evidence of research conducted on copyright, ownership, privacy and cultural concerns related to digital materials
- ✓ Proposal includes plan for creating “lessons learned/best practices” document with final report
- ✓ Proposal includes plan for publicizing project after completion
- ✓ Proposal indicates method for gathering and reporting usage statistics for the grant year and after