

Sequence Number	Sub-Sequence	Process	Responsibility
<b>1.0</b>		Develop a project proposal. (See DC-PPF1)	Faculty/Collection Manager
<b>2.0</b>		Submit proposal to Head of Digital Library Programs	Faculty/Collection Manager
<b>3.0</b>		Proposal review	Ad-Hoc Committee
	3.1	HDLP takes proposal to Digital Library Group <ol style="list-style-type: none"> <li>1. Committee makeup</li> <li>2. Review Process               <ol style="list-style-type: none"> <li>a. Object criteria (measure)</li> <li>b. Submission timeline</li> <li>c. Number of proposals to accept</li> <li>d. Timeline for review</li> </ol> </li> </ol>	Ad-Hoc Committee
	3.2	Approval/Rejection Process <ol style="list-style-type: none"> <li>a. Approval → Notify → Step 4.0</li> <li>b. Rejection → Notify proposal sponsor(s)</li> </ol>	Head, Digital Library Programs
<b>4.0</b>		Appoint project team	Head, Digital Library Programs
	4.1	Creation of a project team <ol style="list-style-type: none"> <li>1. Constituents               <ol style="list-style-type: none"> <li>a. Digital Library Program Assistant; Tech Team rep; Collection Manager; Faculty Member; Format Expert; Preservation rep (if required);</li> <li>b. Appoint a Project Coordinator</li> </ol> </li> </ol>	Head, Digital Library Programs
<b>5.0</b>		Project Team develops project specifications	Project Team
	5.1	Mission and Goals (purpose)	
	5.2	Address any intellectual property issues: research copyright status, obtain permissions (if necessary), rights and access management	Collection Manager
	5.3	Select/Identify materials for digitization <ol style="list-style-type: none"> <li>1. Selection process</li> <li>2. Inventory process</li> </ol>	Project Team
	5.4	Digitization process decision <ol style="list-style-type: none"> <li>1. In-house digitization</li> </ol>	Head, Digital Library Programs

	2. Out-source to vendor	
5.5	Identify required master and derivative formats	Project Team
5.6	Establish protocols for digitization: 1. Format 2. Modes 3. Resolution 4. Size 5. File naming conventions	Project Team
5.7	Initiate documentation of administrative metadata	Metadata Librarian
5.8	Identify technical metadata requirements (formats)	Metadata Librarian
5.9	Define storage, retrieval, delivery protocols	Project Team
<b>6.0</b>	Develop detailed budget	Project Team
<b>7.0</b>	Identify funding sources (as required)	Project Team / HDLP
<b>8.0</b>	Production	Project Team
8.1	Develop production workflow (will differ according to each individual project, example): 1. Selection/Gathering of materials 2. Transport to production location 3. Production process (save RAW) 4. Post-processing (correction, as required) (save Master) / Quality Control 5. Technical metadata (possibly applied during production) 6. Descriptive metadata 7. Sub-set of metadata (reduced set) 8. Ancillary materials (essays, commentary) 9. Structural metadata 10. Review of materials 11. Collection creation and ingest	Project Team
<b>9.0</b>	Final Reporting	Project Team
9.1	Final Report: 1. Write final report 2. Itemize final budget	Project Team/HDLP
9.2	Develop publicity	Project Team/Collection Manager