

Use this worksheet to organize the details of your next newspaper digitization project and share with key stakeholders. Send your completed worksheet to your East View Representative or [info@eastview.com](mailto:info@eastview.com) if you would like to discuss how East View can support your project.

## ► **Goals**

*[State your goals. Attempt to summarize your project in a single clear paragraph to easily communicate the goals of the project to key stakeholders.]*

## ► **Objectives**

*[What are the reasons for the digitization project? Digital preservation, shelf space, digital access, text and data mining, etc.]*

## ► **Scope of the Collection**

*[Briefly describe the scope of the collection. Is it a single title? Multiple titles? Thematic, geographic, topical, etc.]*

## ► **Description**

*[In one paragraph, describe the collection as it will appear in the "About" section of the platform.]*

## ► Titles

Catalog ID	Title (include translit)	Country	City	Start Date	End Date	Detailed Holdings (with noted gaps)	Format	Estimated Page Count	Quality	Rights Cleared
001	The Daily News	USA	New York City	1900	1922	Feb. 3, 1900-Jan. 2, 1922; Missing Mar.-Apr. 1911, Sept.-Dec. 1919	Microfilm/Print (bound volumes)/ Print (unbound)	50,000	Good/ Fair/ Poor	Yes/No/TBD

## ► Rights

*[Note any copyright restrictions. Preferred approach for in-copyright material – on-site access only, secure publisher rights, research orphaned works status, etc.]*

## ► Quality

*[Note any quality challenges – poor images, gaps, fragile material, bound volumes, etc.]*

## ► Specifications

*[Define specifications – NDNP standards – 400dpi, LZW Compression, bi-tonal, grey scale, color, TIFFs, JPEG2000, PDF, METS/ALTO XML]*

## ► Platform

*[Describe hosting plans – internal/external, GPA Platform. Note upfront and ongoing costs.]*

## ► Financial Considerations

*[What are assumed costs and funding. Will this be an internal project or will you use outside resources?]*

	One-Time Cost	Annual Cost
Project Management	\$	
Rights Diligence/Clearance	\$	
Quality Control	\$	
Shipping	\$	
Scanning	\$	
OCR	\$	
Platform Development	\$	
Hosting		\$
Maintenance		\$
Long-term Physical Storage		\$
Long-term Digital Storage		\$
<b>Total</b>		

## ► Timeline

*[Create a project plan noting ideal timeframe for key milestones and deliverables]*

Project Phase	Deadline
Project Kick-Off	
Metadata Review	
Rights Review	
Titles Confirmed	
Material Shipped	
Scanning/OCR	
Platformization	
Project Close	