Digital Projects Checklist

Before you get started with your proposal, think about the following elements of planning a digital project:

- **Who exactly will use my digital project?** SIU students? K-12 students? Researchers? The public at large? How will I make sure this project is used?

- **What value will my project have for my anticipated users?** Does this project give people access to something significant and unique? Does it give them access to content in a new way?

- **Who owns the copyright for the materials in my project?** Was it made before 1923, and is therefore in the public domain? Can I identify the copyright owners for all of these materials?

- **Who owns the physical materials to be used in my project?** Are they in Morris Library’s **Special Collections** [1] or another institution? Have I contacted this institution to secure use of these materials?

- **How will my project be funded, short-term and long-term?** Have I identified sources of funding for the cost of digitizing materials, the cost of saving them on a server, and the cost of the personnel needed to complete the project?

- **What software or web publishing platform will I use to make this project accessible in an interactive or user-friendly way?** What example projects would I like to model my project after: what are they using to make their project accessible?

- **What metadata scheme will I use to make my project findable with search tools?** Metadata schemes are essential for "tagging" a digital project. Have I talked to a library faculty member about metadata?

Questions about these checklist items and what they mean? Contact the Digital Initiatives Groups at Morris Library at dig@lib.siu.edu [2].

* For more information see Tulane University’s Metadata Best Practices at [http://library.tulane.edu/researchers/metadata](http://library.tulane.edu/researchers/metadata) [3].

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