B.C. HISTORY DIGITIZATION PROGRAM

Instructions and Guidelines

PROGRAM DESCRIPTION

The British Columbia History Digitization Program (BCHDP) is sponsored by the Irving K. Barber Learning Centre at the University of British Columbia[1]. The goal of the BCHPD is to promote and enhance access to unique British Columbia historical materials by providing financial support for digitization activities. The Learning Centre will provide approximately **$150,000 annually**. These funds will be made available in matching financial contributions for digitization projects to a yearly maximum of **$15,000** per applicant.

PROGRAM ELIGIBILITY

Private or public institutions and agencies are eligible to apply for funding. This includes, but is not necessarily limited to, libraries, archives, museums, post-secondary institutions and historical societies. Applications are welcomed from institutions of all sizes. Institutions submitting more than one application should rank their submissions in order of priority.

BCHDP applications must meet the following criteria:

- Propose the digitization of unique British Columbia content
- Focus on the needs of users interested in British Columbia
- Demonstrate that the applicant owns or has cleared copyright to allow for the digitization of material
- Propose a new project or a new portion of an existing project

Additionally, applicants need to complete and submit an application for funding in accordance with the program's guidelines. The application process is broken down into sections that outline key information for adjudication of funding. The application is based on a scoring system to gauge the strength of applicant's project proposals. The guidelines to completing the application are as follows:

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[1] The Irving K. Barber Learning Centre serves as an education centre, library and as a conduit of knowledge for British Columbia and beyond. The Learning Centre offers the BC History Digitization Program as part of its mandate to support education and the sharing of knowledge.

	Guidelines
Describe the significance and impact of the proposed project.	Detail the significance of the material to be digitized and articulate how the resulting collection will serve IKBLC's goal to enrich the intellectual, social, cultural, and economic development of the people of British Columbia. Example: *The XXXXXX Collection contain unique materials that document the political, historical economic and cultural history of British Columbia. The XXXXXX Collection includes official committee reports, orders of the day, petitions and papers presented records of land sales, correspondence, budgetary estimates, proclamations, maps, voters' lists by district, and departmental annual reports (a major source of historical statistics and information on government activity).* *The XXXXXX Collection is referred to and consulted by many researchers in the fields of history, political science, economics, and other disciplines. The existing print copies are in poor condition. The paper is very brittle and the pages cannot be photocopied without further deterioration. If the material was available online in a searchable portal it would be much easier to use.*
Detail the resources your organization would dedicate to this project.	Describe appropriate staffing and other resources you would dedicate to the project. Example: Hiring temporary staff members, using time from existing staff members, fundraising additional resources to supplement IKBLC funding, etc.
Provide a detailed project schedule for all activities.	Outline the work plan for the project in terms of project milestones and activities. Please use hours for your calculations. Example:

Activity	Personnel	Time required	Dates
Equipment setup and training Student Assistant	Library Assistant	17 hours	May
Orientation and training	Student Assistant	10 hours	May
Scanning	Student Assistant	350 hours	May – February
Post-processing	Student Assistant	350 hours	June – March
QC/QA for scans	Librarian	49 hours	June – March
Basic metadata, preparation of materials for digitization	Student Archivist	350 hours	April – March
QC/QA for metadata	Archivist	49 hours	April – March
Upload to Archivematica for digital preservation processing	Student Assistant	60 hours	February – March
Collection creation and management	Student Assistant	60 hours	February 5 – March
Project management	Librarian and Archivist	30 hours	April – March
Collection Launch	Communications department		March

Identify the role, responsibilities and/or project-related tasks of key participants, including contractors, consultants and staff	Detail all staff (continuing or temporary) and/or contractors/consultants that would be working on the project and describe their roles, responsibilities, experience and qualifications in relation to project milestones or deliverables.
	Example:
	Student Assistant
	• *An undergraduate or graduate student with experience in digital imaging and Photoshop* • *Responsible for basic metadata creation, scanning, post processing of images, and upload to digital collection*
	Library Assistant
	• *Has been working on digitization projects for more than 10 years* • *Is an expert imaging technician and has extensive experience with post-processing of scanned images* • *Is involved with the training of 10-20 students/year* • *Responsible for training student on equipment and post processing software* • *Troubleshooting technical issues related to handling delicate material*
	Librarian
	• *Has extensive experience in managing digitization projects* • *has training in project management and digitization best practices* • *Responsible for overall project administration and reporting* • *Responsible for hiring and orienting student to the project* • *Responsible for reviewing the work of the student* • *Responsible for setting up the collection and determining metadata schema*

DIGITIZATION DETAILS   (20 POINTS)

	Guidelines
Provide a short description of the	Describe the materials to be digitized.

material to be digitized.	Example: *This project plans to digitize 15,300 photographs and postcards from the XXXXXX Collection. This collection includes extensive coverage of B.C. from the 1850's to the 1950's and includes photographs in a wide variety of formats and genres including albums, diaries, portraits, landscapes and city/townscapes.*
Detail how you have addressed any copyright concerns.	Demonstrate that you have material either does not have copyright restrictions or that you have taken steps to obtain permissions/licences for digitization and distribution. Example: *The Library has received written permission in the form of a signed agreement from the copyright holder to digitize the material.(see attached)*
Explain how digitization best practices will be applied.	Describe your digitization workflow and outline the digitization standards and file formats that will be used in the project. Example: • *The project will be done to best practice standards in accordance with industry standard* • *Scan as a TIFF and save with no compression. For most cases, scan at 600 ppi and 24 bit colour* • *For scans of small photographs, upscale the image to 6000 pixels on the long edge* • *The digitized files are stored on networked storage which is backed up daily*
Describe how quality control and testing will be incorporated.	If you will be conducting quality control of your files, describe how this will be done. Example: • *Quality assurance/quality control of the scans will be performed by the Librarian.* • *Samples will be reviewed to ensure sharp images with acceptable skew and to ensure that no pages are missing or out of place.*
Describe the equipment you or a third-party will be using for digitization?	Describe the equipment you will be using for digitization. If you are outsourcing your digitization, identify the equipment the vendor will be using.

	Example: • *Using the ADF scanner, uncompressed TIFF images will be captured for long term storage.* • *For oversize fold out maps, images will be captured using TTI reprographic studio to TIFF format.*

METADATA AND DESCRIPTION   (20 POINTS)

	Guidelines
Have the materials to be digitized been described using a standard metadata scheme?	Yes or No answer. **Note:** projects that adhere to a recognized standard metadata scheme will receive a higher score than those that do not. Options/Examples: **Dublin Core (DC) Metadata Element Set |** http://dublincore.org/documents/dces/ **Encoded Archival Description (EAD) |** https://www.loc.gov/ead/ **Metadata Object Description Schema (MODS) |** http://www.loc.gov/standards/mods/ **Rules for Archival Descriptions (RAD) |** http://www.cdncouncilarchives.ca/archdesrules.html **Resource Description and Access (RDA) |** http://www.rdatoolkit.org
If yes to the above, tell us about it. If no to the above, please outline your plan for description.	Describe the existing metadata for the materials to be digitized (i.e. extent of description, metadata schema, data entry procedures). If materials have not been described, outline your plans for description (i.e. extent of description, metadata schema, data entry procedures). Example: *The metadata for the XXXXXX Collection will follow a modified Dublin Core schema in compliance with the Library's*

	best practices developed by the Unit with input from the Library's head cataloguer. *Metadata for the XXXXXX Collection will be harvestable via OAI for use in aggregators such as the XXXXXX portal. Metadata might be used from the Archives.*

ACCESS (20 POINTS)

	Guidelines
Will you be using a digital asset management system (repository) to make the materials freely available online?	Yes or No answer. **Note:** Projects using a recognized repository, content management, or digital asset management systems will receive a higher score. Options/Examples: **ARCA | http://arcabc.ca/** *Arca is a collaborative initiative to support the development and implementation of digital repositories at BC post-secondary institutions. Arca is built on Islandora, a Canadian-developed open-source platform currently in use at over 100 public and private institutions worldwide. This shared platform provides post-secondary institutions with open-access repositories for research, theses, and any other digital assets they wish to make available to the wider community.* **Access to Memory AtoM | https://www.accesstomemory.org/en/** *AtoM stands for Access to Memory. It is a web-based, open source application for standards-based archival description and access in a multilingual, multi-repository environment.* MemoryBC http://www.memorybc.ca/ MemoryBC.ca is a portal where you can access descriptions of archival materials preserved in repositories

	throughout the province.

Contact the AABC for assistance with digital object hosting: http://aabc.ca/about-us/

Open Collections \| https://open.library.ubc.ca/

*Open Collections brings together locally created and managed content from the University of British Columbia Library's open access repositories. UBC Library's Digital Collections consist of **locally-created digital collections** developed and maintained by the Library. Collectively they document a diverse range of **people and places, activities and events**, and serve as a resource for **students, historians, genealogists, and other researchers**. Content has been digitized from material held at the Library as well as content from UBC and external digitization partnerships and relationships*

Our Digital World's VITA Digital Toolkit \| http://ourdigitalworld.org/about/portfolio/vita-toolkit/

VITA is a web-based end-to-end solution for libraries, museums, archives, heritage and historical and other groups looking to build, manage and display digital collections of images, newspapers, oral histories, 3D objects and more. The VITA toolkit enables the creation of sustainable digital collections, with a dynamic online presence for organizations to globally market their digital collections and community content. The toolkit includes a sophisticated data management system, full customization options, and an interactive public-facing website for exhibiting your collections.

NOTE: If you require assistants selecting a repository or if you have questions about whether your current repository or content management system meets program criteria, please feel free to contact Mimi Lam, Coordinator at bc.historydigitization@ubc.ca |
| If yes to the above, tell us about it.

If no, please outline your plan for access. | If materials will be made available online, please describe the system for access. If no, please describe how/if you will be giving access to the materials.

Method (technology/system) proposed should be appropriate and well-suited to the public access goals of the project.

Example:

The XXXXXX Collection will be publicly available through the Library's digital asset management system. The |

	XXXXXX Collection will undergo optical character recognition (OCR) to make them keyword searchable with search term highlighting on the page

DIGITAL PRESERVATION   (10 POINTS)

	Guidelines
Describe your digital preservation plan.	Describe how you intend to preserve the digitized material. Projects that employ professional standards and practices for handling and preserving digital material will score higher. Example: *The material will be loaded to Archivematica, the Library's digital preservation system for locally created digital collections. Archivematica provides an integrated suite of free and open-source tools that allows users to process digital objects from ingest to access in compliance with the ISO-OAIS functional model and other digital preservation standards and best practices. For more about Archivematica, see* http://archivematica.org/wiki/index.php?title=Overview*. The digital files will be ingested into the open source Archivematica digital preservation system, which is backed up daily.*

PROMOTION   (10 POINTS)

	Guidelines
Outline your plans for publicizing your digitized material.	Describe how you plan on promoting and publicizing newly digitized resource. A communications strategy may include website updates, tweets, Facebook posts, printing of promotional material, events (i.e. brochures, bookmarks). Example: *Exhibitions of material from the XXXXXX Collection are planned in the Greater Vancouver area in 2015 to coincide with the 100-year anniversary of the Library. We plan to leverage the press from these events to include the digital*

	collection, including mentions in press releases to the media and a link to the digital collection in exhibition flyers and catalogues. *We will also publicize the collection through various channels at the university, including the homepages of various units. The communications department maintains several social media channels, including a Twitter account, which can be used to publicize the collection. We also plan to outreach to faculty to engage them in using the digital collection in the classroom, and to like-minded institutions and organizations, such as the Archives Association to promote the collection via social media channels and newsletters.* *During the digitization of the collection, we plan to blog about the progress we are making to build interest in the collection even as it is being digitized. This will be done through a project blog specific to XXXXXX Collection.*

BUDGET   (REQUIRED)

	Guidelines
Provide a short description detailing the basis for calculating various expenditures (i.e. salaries and wages, equipment and software, services, project management, etc.)	Funding from the Irving K. Barber Learning Centre (IKBLC) is intended to augment resources provided by applicants. The applicant cash contribution to the project must equal **at least 25%** of the Learning Centre funds requested. Applicant contribution ***may not*** include: • 'Overhead' costs that would have been incurred had the project not gone ahead • Contributions occurring after the project completion date or before the project start date • Project administrative costs in excess of 5% of the total project costs • Sources of funding that cannot be confirmed by **January 31, 2017** • Hardware and software purchased *prior* to the application • In-kind contributions made by a third party (i.e. not the applicant) All expenses must be detailed in the budget form below: • Salaries and Wages: include hourly wages of staff including benefits, number of hours to be dedicated to the project • Equipment and Software Costs: include description and cost of items to be purchased

	• Professional Management: include a disclosure of supervisory details • Project Management: include description of project management tasks

SAMPLE PROJECT INCOME

Provide a summary of the anticipated project income by entering the appropriate amount under the respective category. Applicant cash contribution must be a **minimum of 25%** of the Learning Centre funds requested.

Source of Income and Investment	Cash	In-kind	Total (Cash + In-kind)
Applicant	$3,627	$2,061	$5,688
Learning Centre Funds Requested	$5,688		$5,688
Other: (Specify)	$	$	$
Total Project Income	$9,315	$2,061	$11,376

SAMPLE PROJECT COSTS/EXPENSES

Provide a summary of the anticipated project expenditures by entering the appropriate amount under the respective category. Further details to be entered in the Notes column.

Costs/Expenses	Notes	Cash	In-kind	Total (Cash + in-kind)
Salaries and Wages	Student Assistant @ $18/hr including benefits • Training (5 hrs) • Metadata entry @ 2 hr per volume (82 hrs)	$9,315	$1826	$ 11,141

	• Basic scanning @ 3.5 hr per volume (143.5 hrs) • Oversize Scanning @ 1 hr per volume for fold out materials (41 hrs) • Post Processing @ 2 hr per volume (82 hrs) • Upload to digital collection @ 3 hr per volume (123 hrs) • Quality control @ 1 hr per volume (41 hrs) Total Student hours @ 517.5 hrs x $18.00 = $9,315 (cash) Library Assistant @ $26/hr including benefits • Training student on equipment and post processing (5 hrs) • Workflow and equipment set-up (5 hrs) • Review of student work (6 hrs) Total Library Assistant hours @16 hrs x $26 = $416 (in-kind) Librarian @ $47/hr • Training of student to policies and goals of the project (5 hrs) • Digital collection set-up (5 hrs) • Quality control (10 hrs) • Supervision of student and project management (10 hrs): Scheduling, payroll, review of work, ensuring project stays on track Total Librarian hours @ 30 hrs x $47 = $1,410 (in-kind)			
Professional/Consultant Fees and Services		$	$	$

Travel and Meeting Costs		$	$	$
Marketing and Communications Costs		$	$	$
Equipment and Software Costs		$	$	$
Project Management (up to 5%) (not covered above)		$	$	$
Other Costs: (Specify)		$	$	$
Total Project Expenses		$9,315	$1826	$11,141