

## **DALNET Information Hub Digital Projects Follow-up Interview Questions**

### GENERAL

- What is the goal of your project?
- What is the DALNET membership status of the sponsoring organization?
- Provide the name and contact information, phone, fax, and e-mail for the person on the library staff (project manager) in charge of your project.
- How much time can this person devote to this project?
- Describe any deadlines that will affect this project.
- When will you start and when do you expect to complete the project?

### SUBJECT

- How or where do you envision this database fitting into the DALNET infrastructure?
- How would you like the data integrated into collections from other institutions?
- Describe the depth to the body of knowledge this project will add.
- Describe the target audience.
  - Describe the project's research value.
  - Describe any Detroit/ SE Michigan connection.
  - Describe any special significance for DALNET members.
  - Describe any value for other local constituency.
  - Provide URL's for any similar projects elsewhere.

### STATUS

- Describe the work that has been done on this project.
  - Is the collection already organized?
  - Are there existing finding aids, such as inventories, cataloging, database records, bibliographies, or other access mechanisms?
- Describe the size of the collection.
  - How many items are currently candidates for digitization?
  - Is this a growing or static collection?
  - If growing, what are the plans for updating and maintenance?
  - Will it be digitized in phases?

### RESOURCES

- How do you envision the staffing for completing the project?
  - What human and financial resources will you/your institution contribute?
- Will special expertise be required, such as subject, technical, preservation, archival expertise?
- Describe expertise you would require from DALNET or other DALNET libraries.
- How do you envision the funding for completing the project?
  - List any current funding.
  - Detail any known grant potential.

- Please estimate the project costs or detail factors for which there will be a cost.
- Describe any cooperative potential (staffing, materials, equipment, financial resources, grant) for the project.
- How dependent is your project on DALNET sponsorship?

#### LEGAL ISSUES

- Are all rights issues resolved?
  - Who owns the copyright?
  - Do you have written permission to digitize the materials?
- List any software-licensing issues.
- List any access restrictions for using the finished database.
- List any use charges for this database.

#### ENHANCEMENT/PRESERVATION ISSUES

- Describe if digitization will increase access to important materials.
- Describe the current physical condition of the materials.
- Describe any preservation goals you have.
- Describe if digitization may harm source materials.

#### TECHNICAL FEASIBILITY

- What are your technical needs?
  - List any equipment you would need to complete this project to which you currently do not have access.
  - Do you plan to request access to one if DALNET's digital laboratories?
- Where do you want to store the data (DALNET server, institution's servers, third party server)?
  - If it is not a DALNET server, what plans have you made to insure access to that server?

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## BASIC CRITERIA RATING

Rate each category 1-10 (10=highest)

Project Name \_\_\_\_\_

### SCOPE

*Format*  
*Size*  
*Depth*  
*Growing vs. Static Collection*

### SUBJECT

X3

*Unique*  
*Potential Audience*  
*SE Michigan relationship*  
*Why digitize*  
*Relativity to digital universe*

### SUNSTAINABILITY

X2

*Funding source*  
*Institution report*  
*Incl. Monetary support, personnel etc.*  
*Copyright*  
*Commitment to standards*

### CURRENT STATUS

*MARC, cards, etc.*  
*Description/inventory*  
*Finding aids*  
*Organized*

*(Topics shown in italics are thought values)*