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Montana Memory Project

Project Planning Document

The Montana Memory Project is a statewide digitization project using OCLC's CONTENTdm software. There is no cost to institutions wishing to utilize the Montana Memory Project.

In an attempt to understand your repository and its needs, the MMP Steering Committee asks that you complete this planning document prior to the start of your digitization project. Please answer questions as completely as possible. The more we know about your organization, the better we can assess and serve your needs.

Please submit this form and, if possible, submit a sample of your anticipated metadata and digital content to the address listed on the last page of this document. If possible, include a sample of your metadata and digital content. Questions? Contact Sarah McHugh at mmp@mt.gov or (406) 444-9816.

Section One: About the Organization

Date

1) Organization Name

2) Primary Contact Name

Phone Number

Email

Mailing Address

City State Zip Code

3) Organization Type

☐ Library ☐ Archives ☐ Museum ☐ Historical Society ☐ School Library

Other

Digitization Plan

4) How many of your staff will need CONTENTdm software training? (The Montana Memory Project uses the CONTENTdm software package.)

5) What types of digitization hardware will you use (e.g., scanners, digital cameras, please include make and model information)?

6) Do you need digitization hardware to complete your project? ☐ Yes ☐ No

If yes, what types of hardware do you need?

7) What computer operating system do you use? ☐ MS Windows 2000 ☐ MS Windows XP ☐ MS Windows Vista

Other (explain)

8) What type of Internet connectivity does your organization have? ☐ Dial-up ☐ High speed ☐ Not sure

Section Two: About the Collection

(Please use separate sheets for each collection. Make additional copies if necessary.)

For assistance in completing this section, please refer to the Montana Memory Project Guidelines, available at www.mtmemory.org. When responding to the questions in this section, please consider both **current and future** projects.

Collection Contact Name

Phone Number

Email

1) What is the title of the collection you wish to use in the Montana memory Project? (Refer to the Montana Memory Project for examples).

2) What is the primary focus of the collection?

3) Please tell us more about the collection. Collection description (Including subject, dates, location, etc.)

4) Approximately how many items will your Montana Memory Project Collection contain?

5) Approximately how many items of the above collection are already digitized?

6) What types of materials in this collection have you, or will you, digitize (e.g., maps, photos, handwritten diaries, artifacts, etc.)

7) Do you hold copyright or have unrestricted ownership for the materials you plan to contribute? (Please contact us if you have questions about copyright.)

☐ Yes ☐ No ☐ Materials in Public Domain ☐ Not Sure (explain)

8) Please check all file formats that apply to your digital collection.

☐ JPEG ☐ JPEG 2000 ☐ TIFF ☐ PDF ☐ TXT ☐ MP3 ☐ HTML Other (explain)

9) What is the pixel array, resolution and bit depth of your images? All images must meet the access file standards as detailed in the Montana Memory Project Guidelines document, which can be found at http://www.mtmemory.org. Consult the Digital Project Guidelines for more specific information.

10) If you have digital audio files, provide sampling rate, bit resolution and file format (e.g. 44.1 kHz, 16-bit resolution, MP3).

11) What percentage of your digitized collection contains metadata (descriptive information)?

i) Is the metadata on an item level or a collection level?

ii) What program do you currently use to store your metadata (e.g., Online catalog, Access database, Excel, FilemakerPro, PastPerfect, WorldCat, tab-delimited, or other)?

12) On what media do you store your digital resources (e.g., CDs, server or other storage media)?

13) Are your digital resources and metada stored separately? ☐ Yes ☐ No

If you answered no, please elaborate on your storage method.

14) What is your anticipated timeframe (start to finish) for digitizing and submitting your collections to MMP?
(Please complete the chart below with the appropriate information.)

Example

Collection Title: Historic Photographs	
Date	Task
Jan - Feb 2008	Preparation of materials
Mar - May 2008	Digitize materials
June 2008	CONTENTdm software training
Jun - Aug 2008	Upload images and metadata to MMP
Sept 29, 2008	Project completed

Collection Title	
Date	Task

Section Three: Additional Comments

Any additional comments or questions.

Email or Mail a completed application to the address below.

Sarah McHugh

Montana State Library
PO Box 201800
Helena, MT 59620
Phone: (406) 444-9816
mmp@mt.gov

Sample Digital Image to be Included in Project

(attach digital image to file and/or send to mmp@mt.gov, indicating that it is a sample digital image for a Project Planning Document that you are submitting)

Sample Metadata Record for this Project

Element	Content
Title	
Creator	
Subject(s)	
Description	
Date Original	
Type	
Contributing Institution	
*Contributor	
*Coverage	
*Date Digital	
*Digitization Specifications	
*Format	
*Language	
*Provenance	
*Publisher	
*Relation	
*Resource Identifier	
*Rights Management	
*Source	

*These elements are optional but recommended. All other elements are mandatory.