Overview of the Digital Project Life Cycle and Workflow

Overview of the Digital Content Life Cycle

The New Zealand Digital Content Life Cycle has seven stages:

1. Selecting: for analogue or new content, selecting what should be made digital
2. Creating: putting content in a form to make it usable
3. Describing: describing content so it can be organised
4. Managing: managing content to keep it usable and available
5. Discovering: organising content to make it findable
6. Using & Reusing: ensuring content can be used and re-purposed
7. Preserving: managing content to keep it usable and available long-term.

From http://www.digitalnz.org/make-it-digital/getting-started-with-digitisation

The University of Central Florida Research Lifecycle details 4 main, organic cycles:

1. Planning Cycle
2. Project Cycle
3. Publication Cycle
4. Digital Scholarship Cycle

From http://stars.library.ucf.edu/lib-docs/59

Digital Project Workflow for the IU Libraries and How it Maps to the NZ Digital Project Lifecycle / UCF Research Lifecycle
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<th><strong>Selection</strong></th>
<th><strong>Planning Cycle</strong></th>
<th><strong>Needs Assessment</strong>: Understand preliminary needs of user community</th>
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<td><strong>Selecting a Collection for Digitization</strong>: Establish guidelines for selection across various groups: subject specialists, preservation experts, users, IT, etc.</td>
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| - Copyright status  
- Open Access  
- Significance of collection (actively used, required by scholars, rare/unique, etc.)  
- Impact on users (existing and potential users)  
- Metadata status  
- Relationship to existing collections  
- Format of materials; handling considerations |
| **Gather and review materials**: Collections that originate from a library, archives, etc. are likely already in order |
| - Physical status of materials (brittle, rare, replaced by online version ...)  
- Evaluate content with respect to user-goals (if text, good OCR candidate? color/grayscale scanning v. bitonal; if map, zoomable images?) |
| **Budget**: In most cases budgets are only created as part of a grant application or super special project |
| - Estimate costs for handling, digitization, metadata creation, etc.  
- Digitization Cost Calculator  
- Reference published benchmarks or contact colleagues in the field (IU, U of Mich) |
| **Creating** | **Project Cycle** | **Establish guidelines** for digitization, markup/encoding, metadata and filenaming |
| - Document analysis, content modeling (metadata and markup/encoding)  
- Determine cataloging standards according to content and goals as expressed in the guidelines  
- Determine digitization standards according to content and goals as expressed in the guidelines  
- Plan for Quality Control  
- Consider share ability (re-purpose, re-use) of metadata and digital surrogates |
| **Digitization** |
| - Follow digitization best practices and standards based on content format (images, text, etc.) and type (prints v. slides, manuscripts v. printed texts)  
- Reference guidelines published by the ALA and FADGI. |
| **Describing** | **Project Cycle** | **Data-centric approaches** (creating a descriptive "record") |
| - Cataloging images, objects, texts (bibliographic description), |
| **Document-centric approaches** |
| - Marking up entire texts, from record to full text, for semantics and structure  
  - TEI, EAD |
| **Consult content standards** (e.g., DACS, RDA) and (appropriate) **controlled vocabularies** (e.g., TGN, TGM, etc.) |
| **Managing** | **Digital Scholarship Cycle** | **Services** (Image Collections Online, Archives Online, etc.) |
| - Digitization workflows for processing multimedia objects  
- Cataloging and text encoding workflows for managing the "description" layer  
- Storing digital objects, metadata + content, in our digital object repository for access & preservation  
- Storing digital objects in Scholarly Data Archive managed by UITS or in dark repositories managed by external partners like AP Trust |
| **Discovering** | **Digital Scholarship Cycle** | **Usability**: iterative and should happen at various stages in the workflow |
| **Functionality**: determine specifications for access and delivery |
| **Implementation**: iterative and can happen at various stages in the workflow |
| - Determine correct publishing platform (could be multiple platforms) |
### Using & Reusing

**Copyright and Terms of Use:** Creative Commons Attribution

**Metadata Sharing:**
- Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH) => DPLA

**Versioning and Sharing**
- GitHub, repository for open-source, open-access projects
- Institutional repositories
- Discipline-specific repositories

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### Preserving

**Digital Scholarship Cycle**

**Develop digital preservation policies:** aim for "Trusted Repository"
- Determine retention policies: forever?
- Keep multiple copies of objects
- Check for file integrity

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### Publication Cycle

**Dissemination**
- Conferences, publications, social media: track impact (altmetrics)

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### References

- Former IU Digital Library Program’s Project Planning and Selection Guidelines, 2007
- Digital New Zealand, 2009
- Planning Digital Projects for Historical Collections, NYPL, 1999 (old, but still relevant)