

Checklist for planning a digitisation project

Things to consider in planning and carrying out a digitisation project.

This checklist helps you:

- highlight decisions and actions that need to be made by those responsible for the collection, and
- write requirements for a digitisation service, or evaluate a proposed digitisation service.

What is known about the collection to be digitised?

- All known documentation about the collection has been assembled
- Number of items in the collection
- Format of each item (for example, cassette tape)
- Age and condition of each item
- Duration of content on each item
- The best copy has been selected for digitisation, where multiple copies exist

What are the digitisation deliverables?

- Preservation copy – 24 bit, 48kHz BWF minimum, 96kHz advisable
- Access copy – format chosen
- Documentation and metadata – type and delivery method chosen
- File naming of digital copies set – suits your collection management system
- Digital copy delivery method set

What provision has been made for the management and preservation of the digital copies?

- Storage
- Backup
- Access
- Disaster planning

Does the proposed digitisation process meet IASA recommendations for:

- Provision for expertise to identify and treat problematic media (TC04)
- Provision for expertise to correctly optimise playback (TC04)
- Provision for digitisation in real time, actively monitored (listened to) by a trained technician

Does the proposed digitisation equipment meet IASA technical recommendations for:

- Analogue-to-digital converters
- Playback equipment and maintenance
- Digital format and resolution

What quality-control measures are proposed to ensure delivery of accurate, error-free digital copies?

- Checking that audio is not missed
- Checking for audio errors, such as dropouts in the digital file
- Checking for data errors, such as corrupt files, incomplete files

What is proposed to cover safety and security of heritage material during digitisation?

- Building security and environment
- Care and handling
- In a disaster
- Intellectual or ethical restrictions surrounding listening to the recordings

Does the proposed digitisation process produce appropriate documentation and metadata?

- Condition report for the original media
- Technical report specifying the equipment and process used for each recording and detailing any problems encountered
- BWF metadata detailing digital provenance and unique identification of each file

Is there an agreed process for dealing with:

- Problematic media
- Non-listed audio content
- Disposal of temporary copies

For more advice on digitising your heritage audio collections, visit the National Preservation Office online at natlib.govt.nz/collections/caring-for-your-collections.