

Digitisation Project Data Management Plan

Part I – Background details and governance

Name of project:

Contact details of project lead:

Description of the digitised material and metadata to be collected:

Source documents (list material type and quantity):

Are the source documents catalogued? (If so, provide details about where they are located and what format they are in):

Responsible party for the long-term preservation of the digitised materials and metadata:

Part I – Image specifications

Physical material type:

Target image size:

Original

Other

Resolution

Bit depth

Colour space

RGB

GREYSCALE

ICC profile

Master file format type

Access file format type

Digitisation equipment (include equipment settings)

Processing software

File naming convention

Folder structure details

PART III – QA Process

Visual QA parameters (what % has been checked)

Technical QA parameters (software, including version) and any required technical metadata checks (e.g. is an ICC profile embedded?)

PART IV – Metadata

Where is metadata stored?

What format is it in?

What preservation metadata is collected?

PART V – Storage and backups

Where are master files stored? (what hardware and physical location)

Where are access files stored? (what hardware and physical location)

How many backups are being kept (what hardware and physical location)

How often are all files being checked (including backups)?

If not all files are being checked, how often is a percentage of files being checked?

Refreshment Schedule

For all storage media (including backups), please list what type of storage it is, when it was purchased and the date it must be refreshed by:

Original or Backup?	Hardware type	Date Purchased	Refreshment Date
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1.

2.

3.

4.

5.

PART VI – Access and Sharing

What are the rights of the digitised content?

Where will access copies and metadata be shared (access application)?

What is the refreshment schedule for the access application?

Any other important information regarding access and sharing: