British Columbia History Digitization Program
Instructions and Guidelines
2021 - 2022

THE UNIVERSITY OF BRITISH COLUMBIA
Library
Irving K. Barber Learning Centre

PROGRAM DESCRIPTION

The British Columbia History Digitization Program (BCHDP) is sponsored by the Irving K. Barber Learning Centre at the University of British Columbia[1]. The goal of the BCHPD is to promote and enhance access to unique British Columbia historical materials by providing financial support for digitization activities. The Learning Centre will provide matching financial contributions for digitization projects to a yearly maximum of **$15,000** per applicant.

PROGRAM ELIGIBILITY

Private or public institutions and agencies are eligible to apply for funding. This includes, but is not necessarily limited to, libraries, archives, museums, post-secondary institutions and historical societies. Applications are welcomed from institutions of all sizes. Please only apply for one project per application. Institutions submitting more than one application should rank their submissions in order of priority.

BCHDP applications must meet the following criteria:

- Propose the digitization of unique British Columbia content
- Focus on the needs of users interested in British Columbia
- Demonstrate that the applicant owns or has cleared copyright to allow for the digitization of material
- Detail the provision of open access to the digitized content
- Propose a new project or a new portion of an existing project

Additionally, applicants need to complete and submit an application for funding in accordance with the program's guidelines. The application process is broken down into sections that outline key information for adjudication of funding. The application form reflects relevant weight for each section to gauge the strength of applicant's project proposals. The guidelines to completing the application are as follows:

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[1] The Irving K. Barber Learning Centre serves as an education centre, library and as a conduit of knowledge for British Columbia and beyond. The Learning Centre offers the BC History Digitization Program as part of its mandate to support education and the sharing of knowledge.

	Guidelines
2.01 Give a summary of the project (maximum of 100 words).	Give a short summary about the project. Include as many details about formats, number of items, physical description, date ranges, etc. as possible succinctly. Example: *The XXXX project will digitize 50 posters and 100 pamphlets from the XXXX Theatre, spanning the years 1919 to 1925.*
2.02 Explain the **significance and impact** of the proposed project and the content to be digitized.	Describe in detail the significance of the material to be digitized and articulate how the resulting collection will serve the Learning Centre's goal to enrich the intellectual, social, cultural, and economic development of the people of British Columbia. Describe the impact of the digitization project to the relevant user groups. Why is this content important and how will providing online access affect the community? Can you make a strong argument for the significance of this content? Additionally, provide a detailed description of the material to be digitized which may include information about the historical, cultural, intellectual content, genre, format, etc. Example: *The XXXXXX Collection contains unique materials that document the political, historical economic and cultural history of British Columbia. The XXXXXX Collection includes official committee reports, orders of the day, petitions and papers presented records of land sales, correspondence, budgetary estimates, proclamations, maps, voters' lists by district, and departmental annual reports (a major source of historical statistics and information on government activity).* *The XXXXXX Collection is referred to and consulted by many researchers in the fields of history, political science, economics, and other disciplines. The existing print copies are in poor condition. The paper is very brittle and the pages cannot be photocopied without further deterioration. If the material was available online in a searchable portal it would be much easier to use. Researchers, historians, genealogists, and anyone interested in the history of British Columbian will benefit from this collection being freely available online.*
2.03 Identify the **audience** for content and describe **how the content will be used** (include	Provide details about the target audience for your collection and describe how the content will be used. If available, include statistics or facts that show interest or demonstrate existing usage. Example: *The XXXXXX Collection is referred to and consulted by many researchers in the fields of history, political science, economics, and other disciplines. We have been contacted by*

statistics if appropriate).	*various users encompassing researchers from the Federal government, specific claims researchers from not-for-profit organizations as well as historians and statisticians that have found the collection immensely useful. We have received feedback from many users that really appreciate having open access to this collection for their research and other libraries have linked or directed their users to our collection.* *Before our digitization efforts, access to the collection was only available through visiting the Library in person to consult the physical copies or through a paid subscription service that had digitized a subset of the collection from microfilm.*
2.04 Detail the resources your organization would dedicate to this project.	Describe appropriate staffing and other resources you would dedicate to the project. For funding sources other than IKBLC funding, the funding needs to be confirmed by **January 30, 2021.** Example: *Hiring temporary staff members, using time from existing staff members, fundraising additional resources to supplement IKBLC funding (i.e. other grants), etc.*
2.05 Provide a **detailed** project schedule for all activities.	Outline the work plan for the project in terms of project milestones and activities. Please use hours for your calculations. **NOTE:** These sample figures are merely an example and do not indicate any specific expectation on the part of the committee for how hours can be allotted. Example:

Activity	Personnel	Time required (in hours)	Dates
Workflow/equipment setup and training Student Assistant	*Librarian and Library Assistant*	*15 hours*	*May*
Orientation and training	*Student Assistant*	*5 hours*	*May*
Scanning	*Student Assistant*	*185 hours*	*May – February*
Post-processing	*Student Assistant*	*82 hours*	*June – March*
QC/QA for scans	*Librarian, Library Assistant and Student Assistant*	*28 hours*	*June – March*
Basic metadata, preparation of materials for digitization	*Student Assistant*	*82 hours*	*April – March*
QC/QA for metadata	*Librarian, Library Assistant and Student Assistant*	*28 hours*	*April – March*
Digital collection set-up	*Librarian*	*5 hours*	*February*
Upload to Archivematica for digital preservation processing	*Student Assistant*	*123 hours*	*February – March*
Project management	*Librarian*	*10 hours*	*April – March*

	Collection Launch	*Communications department*		*March*

2.06 Identify the role, responsibilities and/or project-related tasks of key participants, **including** contractors, consultants, vendors, and/or staff **NOTE:** If working with vendors, include quotes for services. Also, include letters of support from project partners if appropriate.	Detail all staff (continuing or temporary) and/or partners institutions, contractors, consultants, vendors that would be working on the project and describe their roles, responsibilities, experience and qualifications in relation to project milestones or deliverables. Example: *Student Assistant* - *An undergraduate or graduate student with experience in digital imaging and Photoshop* - *Responsible for basic metadata creation, scanning, post processing of images, and upload to digital collection* *Library Assistant* - *Has been working on digitization projects for more than 10 years* - *Is an expert imaging technician and has extensive experience with post-processing of scanned images* - *Is involved with the training of 10-20 students/year* - *Responsible for training student on equipment and post processing software* - *Troubleshooting technical issues related to handling delicate material* *Librarian* - *Has extensive experience in managing digitization projects* - *has training in project management and digitization best practices* - *Responsible for overall project administration and reporting* - *Responsible for hiring and orienting student to the project* - *Responsible for reviewing the work of the student* - *Responsible for setting up the collection and determining metadata schema*

3. DIGITIZATION & COPYRIGHT AND PERMISSIONS DETAILS   20 POINTS

	Guidelines
3.01 Provide a **detailed** inventory or listing of the material to be digitized and the anticipated output.	Give a detailed account of the materials to be digitized and the anticipated output (i.e. number of images or pages). Please give as much information about the extent of the content as possible (e.g. page counts or linear cm or m for textual materials, duration information for A/V materials, number of items for photograph or object collections, etc.)

Please include dates or date ranges and physical description information. Is the material ready for digitization or is there additional processing/selection required? **NOTE:** Selection must be complete prior to the start of the project	Additionally, describe the selection and processing of the material which **must be complete** by the time of the application. Indicate if the content is ready for digitization. If not, describe the necessary work in order for the project to proceed. Example: *After conducting an inventory of the entire collection and using appropriate selection criteria, we have made a determination of the material to be included in this digitization project. This project plans to digitize 15,300 photographs and postcards from the XXXXXX Collection. This collection includes extensive coverage of B.C. from the 1850's to the 1950's and includes photographs in a wide variety of formats and genres including albums, diaries, portraits, landscapes and city/townscapes.* *The material has also been assessed for viability for digitization prior to the application process as well. The majority of the materials are in acceptable condition for digitization using the equipment listed below. Especially delicate or fragile material will be sent to ABC Digitization Centre that has specialized imaging equipment.*
3.02 Describe the copyright, permission, ownership, and/or custodianship considerations of the content. How have you determined that making your content available to the public will not contravene the Canadian Copyright Act? Demonstrate how you have done due diligence in contacting current copyright holders of the content and how you have addressed privacy, cultural sensitivity and/or other issues associated to copyright concerns.	Can you describe the due diligence you undertook to identify and obtain clearance for the proposed digitization of the content? Who owns the rights to the content? Do you have permission to digitize and put the material online? Demonstrate that your material either does not have copyright restrictions or that you have taken steps to obtain permissions/licences for digitization and distribution. If you have not cleared copyright restrictions or obtained permission or license, indicate other justifications you have for digitization (i.e. conducted a risk assessment or made a fair dealing determination). Additionally, if applicable, identify any custodianship or privacy issues or culturally sensitive content and describe actions to address these issues prior to digitization. Will you be redacting content to address privacy concerns? Have you contacted the current copyright holders? Include any documentation of permissions granted by copyright holders, if appropriate. Copyright and privacy concerns must be addressed **before** a BCHDP application is submitted in alignment with the affirmation on the application form: *I certify that the materials to be digitized with Program funds are either in the public domain, or that **all necessary copyright permissions to make the material available have been secured**.* Example: *The Library has received written permission in the form of a signed agreement from the copyright holder to digitize the material. (See attached) The material has been assessed for culturally sensitive material and cleared for digitization by our archivist.*

3.03 Explain how digitization best practices will be applied and describe formats and standards to be used.	Describe your digitization workflow and outline the digitization standards and file formats that will be used in the project.
	
	NOTE: Projects naming specific standards will receive a higher score. An established internal standard would also be acceptable.
	
	Examples of standards:
	
	FADGI Technical Guidelines for Digitizing Cultural Heritage Materials
	
	California Audiovisual Preservation Project's Target Audio and Video Specifications
	
	Library of Congress Recommended Formats Statement
	
	BCR's CDP Digital Imaging Best Practices Version 2.0
	
	Example:
	
	• *The workflow is as follows:*
	    o *Scan using Epson 750 to established specifications*
	    o *Process images using GIMP*
	    o *Create derivative JPEG images for access*
	    o *Upload images to OMEKA repository along with metadata records*
	• *The project will be done to best practice standards in accordance with the BCR's CDP Digital Imaging Best Practices Version 2.0*
	• *We will scan as a TIFF and save with no compression. For most cases, we are imaging to 600 ppi and 24 bit colour*
	• *For scans of small photographs, upscale the image to 6000 pixels on the long edge*
	• *The digitized files are stored on networked storage which is backed up daily*

3.04 Describe how quality control and testing will be incorporated. **NOTE:** If working with contractor/vendor, describe your own internal quality assurance procedures as well.	Describe the quality control procedures for your project. Example: • *Quality assurance/quality control of the scans as well as metadata will be performed by the Librarian.* • *Samples at regular intervals will be reviewed to ensure sharp images with acceptable skew and to ensure that no pages are missing or out of place.*
3.05 Describe the equipment you or a third-party will be using for digitization?	Describe the equipment you will be using for digitization. If you are outsourcing your digitization, identify the equipment the vendor will be using. Example: • *Using the Fujitsu ADF scanner, uncompressed TIFF images will be captured for long term storage.*

NOTE: If working with contractor/vendor, request equipment descriptions.	• *For oversize fold out maps, images will be captured using TTI reprographic studio to TIFF format.*

4. METADATA AND DESCRIPTION   20 POINTS

	Guidelines
4.01 Do you use/plan to use a standard metadata scheme to describe the materials to be digitized?	Yes or No answer. **NOTE:** Projects that adhere to a recognized standard metadata scheme will receive a higher score than those that do not. **NOTE:** For those projects that will be using **Arca** as digital repository, please consult the Arca support website for metadata guidelines: https://arca.bcelnapps.ca/bchdp/grant#metadata Metadata schema suggestions: **Dublin Core (DC) Metadata Element Set | http://dublincore.org/documents/dces/** **Encoded Archival Description (EAD) | https://www.loc.gov/ead/** **Metadata Object Description Schema (MODS) | http://www.loc.gov/standards/mods/** **Rules for Archival Descriptions (RAD) | http://www.cdncouncilarchives.ca/archdesrules.html** **Resource Description and Access (RDA) | http://www.rdatoolkit.org**
4.02 If yes to the above, tell us about it. If no to the above, please outline your plan for description.	Describe the existing metadata for the materials to be digitized (i.e. extent of description, metadata schema, data entry procedures). If materials have not been described, outline your plans for description (i.e. extent of description, metadata schema, data entry procedures). Example: *The metadata for the XXXXXX Collection will follow a modified Dublin Core schema in compliance with the Library's best practices developed by the Unit with input from the Library's head cataloguer.* *Metadata for the XXXXXX Collection will be harvestable via OAI for use in aggregators such as the XXXXXX portal. Metadata might be used from the Archives.*

	Guidelines
5.01 Will you be using a digital asset management system (repository) to make the materials freely available online?	Yes or No answer. **NOTE:** Projects using a recognized repository, content management, or digital asset management systems will receive a higher score. **NOTE:** Recipients of BCHDP grants are eligible for no-cost, supported hosting of grant-funded materials in the Arca collaborative digital repository due to a partnership formed between the Irving K. Barber Learning Center (IKBLC) and BC Electronic Library Network (BC ELN). For more information, visit: https://bceln.ca/services/shared-services/bchdp-arca-hosting-initiative **NOTE:** If you require assistance selecting a repository or if you have questions about whether your current repository or content management system meets program criteria, please contact the BCHDP Coordinator at bc.historydigitization@ubc.ca Hosting Suggestions: **Arca | http://arcabc.ca/** *Arca is BC's award-winning collaborative digital repository, used by over 50 post-secondary and public libraries, galleries, museums, archives and historical societies. Through shared infrastructure, centralised coordination and a collaborative approach, Arca maximises system efficiencies through centralised licensing, expertise, best practices, and support. Visitors to Arca can search across digital assets from all participating organisations.* *Arca is built on Islandora, a Canadian-developed open-source platform. A shared instance of Islandora is hosted in BC at the SFU Cloud Hosting facility. The Arca Administrative Centre, hosted at the BC Electronic Library Network (BC ELN), provides centralised service support and training for all participants.* *For more information about Arca, visit: https://bceln.ca/services/shared-services/arca* *Arca may be used in conjunction with other digital asset management systems if applicants desire it.* **MemoryBC | http://www.memorybc.ca/** *MemoryBC.ca is a portal where you can access descriptions of archival materials preserved in repositories throughout the province. Contact the AABC for assistance with digital object hosting: http://aabc.ca/about-us/*

	Our Digital World's VITA Digital Toolkit | http://ourdigitalworld.org/about/portfolio/vita-toolkit/ *VITA is a web-based end-to-end solution for libraries, museums, archives, heritage and historical and other groups looking to build, manage and display digital collections of images, newspapers, oral histories, 3D objects and more. The VITA toolkit enables the creation of sustainable digital collections, with a dynamic online presence for organizations to globally market their digital collections and community content. The toolkit includes a sophisticated data management system, full customization options, and an interactive public-facing website for exhibiting your collections.* **Repository/content management system examples:** **Access to Memory AtoM |** https://www.accesstomemory.org/en/ *AtoM stands for Access to Memory. It is a web-based, open source application for standards-based archival description and access in a multilingual, multi-repository environment.* **CONTENTdm |** http://www.oclc.org/en/contentdm.html CONTENTdm allows you to easily build and showcase your digital collections on your personalized website, making them more discoverable to people around the world. **Omeka |** https://omeka.org Create complex narratives and share rich collections, adhering to Dublin Core standards with Omeka on your server, designed for scholars, museums, libraries, archives, and enthusiasts.
5.02 If yes to the above, tell us about it. If no, please outline your plan for access.	If materials will be made available online, please describe the system for access. If no, please describe how/if you will be giving access to the materials. Method (technology/system) proposed should be appropriate and well-suited to the public access goals of the project. Example: *The XXXXXX Collection will be publicly available through the Library's digital asset management system, CONTENTdm. The collection will be publicly available through the custom interface, Open Collections alongside other collections of significance to British Columbia history. The XXXXXX Collection will undergo optical character recognition (OCR) to make them keyword searchable with search term highlighting on the page.*
5.03 Describe your digital preservation plan. How will you ensure ongoing	Describe how you intend to preserve the **digitized** material. Projects that employ professional standards and practices for handling and preserving digital material will score higher. For more information on various digital preservation strategies, please see the Digital Preservation Management Tutorial:

access to the digitized content?	http://www.dpworkshop.org/dpm-eng/terminology/strategies.html
	The AABC maintains a list of digital preservation actions, many of which apply to digitized resources:
	http://aabc.ca/resources/archivists-toolkit/electronic-records/
	Example:
	The material will be loaded to Archivematica, the Library's digital preservation system for locally created digital collections. Archivematica provides an integrated suite of free and open-source tools that allows users to process digital objects from ingest to access in compliance with the ISO-OAIS functional model and other digital preservation standards and best practices. For more about Archivematica, see http://archivematica.org/wiki/index.php?title=Overview. The digital files will be ingested into the open source Archivematica digital preservation system, which is backed up daily.

6. PROMOTION   (REQUIRED)

	Guidelines
6.01 Outline your plans for publicizing your digitized material. How will you promote the collection to the people of British Columbia and beyond?	Describe how you plan on promoting and publicizing newly digitized resource. A communications strategy may include website updates, tweets, Facebook posts, printing of promotional material, events (i.e. brochures, bookmarks). Example: *Exhibitions of material from the XXXXXX Collection are planned in the Greater Vancouver area in 2015 to coincide with the 100-year anniversary of the Library. We plan to leverage the press from these events to include the digital collection, including mentions in press releases to the media and a link to the digital collection in exhibition flyers and catalogues.* *We will also publicize the collection through various channels at the university, including the homepages of various units. The communications department maintains several social media channels, including a Twitter account, which can be used to publicize the collection. We also plan to outreach to faculty to engage them in using the digital collection in the classroom, and to like-minded institutions and organizations, such as the Archives Association to promote the collection via social media channels and newsletters.* *During the digitization of the collection, we plan to blog about the progress we are making to build interest in the collection even as it is being digitized. This will be done through a project blog specific to XXXXXX Collection.*

	Guidelines
7.01 Provide a description detailing the basis for calculating various expenditures [i.e. salaries and wages for all staff (permanent, temporary, full-time, part-time, etc.), equipment, software, services, project management, etc.].	Funding from the Irving K. Barber Learning Centre (IKBLC) is intended to supplement resources provided by applicants. The applicant cash contribution to the project must equal **at least 50%** of the Learning Centre funds requested. **NOTE:** While the applicant's in-kind contribution is not mandated at a specified amount, evidence of an organization's commitment to the project through the direct participation of existing staff representing an in-kind contribution would strengthen the application. Applicant contribution **may not** include: • 'Overhead' costs that would have been incurred had the project not gone ahead • Contributions occurring after the project completion date or before the project start date • Selection activities such as creating inventories or physical processing or materials • Project administrative costs in excess of 5% of the total project costs • Sources of funding that cannot be confirmed by **January 15, 2021.** • Hardware and software purchased *prior* to the application • In-kind contributions made by a third party (i.e. not the applicant) • Marketing/promotional/publicity costs All expenses must be detailed in the budget form below: • Salaries and Wages: include hourly wages of all staff (identify whether permanent, temporary, full-time or temporary, etc.) including benefits, number of hours to be dedicated to the project • Equipment and Software Costs: include description and cost of items to be purchased • Professional/consultant fees and services: detail all services/task and provide quotes from vendors when appropriate • Project Management: can only be up to 5% of total project costs and be sure to include description of project management tasks **NOTE:** Only organizations predominantly staffed by volunteer workers may claim volunteer hours spent on the project as in-kind contributions at a valuation of **$12.65 per hour**.

SAMPLE PROJECT INCOME

Provide a summary of the anticipated project income by entering the appropriate amount under the respective category. Applicant cash contribution must be a **minimum of 50%** of the Learning Centre Funds Requested.

Source of Income and Investment	Cash	In-kind	Total (Cash + In-kind)
Applicant	$3,627	$2,061	$5,688
Learning Centre Funds Requested	$5,688		$5,688
Other: (Specify)	$		$
Total Project Income	$9,315	$2,061	$11,376

SAMPLE PROJECT COSTS/EXPENSES

Provide a summary of the anticipated project expenditures by entering the appropriate amount under the respective category. Further details to be entered in the Notes column. **For each budget line, please specify if money will be from BCHDP funding, applicant cash contribution, applicant in-kind contribution, or other sources (e.g. additional grants.)**

In-kind contributions are defined as the salary, or a portion of the salary, for permanent staff members who have set aside time in their regular hours to work on the proposed digitization project. Any increase in regular work hours for permanent staff on this project may be considered a cash contribution. If you designate in your budget that a permanent employee's salary is a cash contribution, please indicate that it is an increase in their regular hours.

Costs/Expenses	Notes	Funds Requested	Applicant Contribution	Other Sources	In-kind	Total (Cash + in-kind)
Salaries and Wages (Please breakdown tasks by number of hours)	Student Assistant @ $18/hr including benefits (temporary, part time) • Training (5 hrs)			$		$11,141

	• Metadata entry @ 2 hr per volume (82 hrs) • Basic scanning @ 3.5 hr per volume (143.5 hrs) • Oversize Scanning @ 1 hr per volume for fold out materials (41 hrs) • Post Processing @ 2 hr per volume (82 hrs) • Upload to digital collection @ 3 hr per volume (123 hrs) • Quality control @ 1 hr per volume (41 hrs) Total Student hours @ 517.5 hrs x $18.00 = **$9,315 (cash)**	**$3,627**	**$5,688**		**$416**	
	Library Assistant @ $26/hr including benefits (permanent, full-time) • Training student on equipment and post processing (5 hrs) • Workflow and equipment set-up (5 hrs) • Review of student work (6 hrs) Total Library Assistant hours @16				**$1,410**	

	hrs x $26 = **$416 (in-kind)** Librarian @ $47/hr (permanent, full-time) • Training of student to policies and goals of the project (5 hrs) • Digital collection set-up (5 hrs) • Quality control (10 hrs) • Supervision of student and project management (10 hrs): Scheduling, payroll, review of work, ensuring project stays on track Total Librarian hours @ 30 hrs x $47 = $**1,410 (in-kind)**					
Professional/Consultant Fees and Services		$	$	$	$	$
Equipment and Software Costs		$	$	$	$	$
Project Management (up to 5%)		$	$	$	$	$
Other Costs: (Specify)		$	$	$	$	$
Total Project Expenses		$	$	$9,315	$1,826	$11,141