Who to Contact

Who to contact:

- **conservation treatment project:**
  - Consult with Preservation Department [Conservation & Exhibition Services](https://web.library.yale.edu/departments/preservation/conservation-exhibition-services) [1]
  - Request and schedule an assessment of the physical condition of the proposed materials; factor in time to conduct assessment if multiple locations are involved.
  - Discuss and quantify conservation needs

- **cataloging project:**
  - Consult with [Cataloging & Metadata Services](http://www.library.yale.edu/cataloging) [2] and/or the special collections appropriate for the collection proposed.
  - Share list of proposed materials
  - Evaluate level of existing description
  - Estimate level of effort needed to bring description up to acceptable standard, if necessary
  - Identify any specialized resources required that are currently not available

- **digitization project:**
  - Consult with Preservation Department [Digital Reformatting & Microfilm Services](https://web.library.yale.edu/departments/preservation/digital-reformatting-microfilm-services/digital-analog-format-conversion) [3]
  - Request and schedule an assessment of the physical condition of the proposed materials; factor in time to conduct assessment if multiple locations are involved.
  - Discuss and quantify conservation needs, if any.
  - Request a determination on manual, robotic, or specialized scanning.
  - Request a determination on whether the work will be outsourced or handled in-house
  - Consult Best Practices for Selection Criteria; see LibGuide for [Digital Initiatives for Best Practices documentation](http://web.library.yale.edu/digitizationguidelines) [4]
  - Identify the copyright status of the collection, e.g. pre-1923, in copyright, or restricted. Consult the [Cornell Copyright Center](http://copyright.cornell.edu/resources/publicdomain.cfm) [5] and their listing.
  - Conduct an environmental scan to determine if the selected material has been previously digitized and consider:
    - Does the quality and/or completeness of the existing digitized material suggest that new digitization is justified?
    - Is the existing digitized material considered open access?

- **IT work:**
  - Consult with [Library IT](https://web.library.yale.edu/lit) [6]
  - Describe deliverables to Library-IT
  - Request an estimate of any new systems work needed and required skills, as necessary

- Consult with your supervisor for suggestions regarding other resources that may be needed such as: Human Resources or Library Business Office.

**Source URL:** [https://web.library.yale.edu/project-planning-guide/who-contact](https://web.library.yale.edu/project-planning-guide/who-contact)

**Links**

[1] https://web.library.yale.edu/departments/preservation/conservation-exhibition-services
[6] https://web.library.yale.edu/lit