Who to Contact

Who to contact:

- conservation treatment project:
  - Consult with Preservation Department 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 [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 [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
  - identify the copyright status of the collection, e.g. pre-1923, in copyright, or restricted. Consult the Cornell Copyright Center [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 [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

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