

Who to Contact

Who to contact:

- IT work:
 - Consult with [Library IT](#) [1]
 - Project lead is encouraged to submit a [Service Now](#) [1] request to LIT early in the project drafting process describing the IT resource needs. The request can be a general description of the anticipated IT component for the project.
 - If the IT component is significant enough, the project may need to go through the information technology guidance process.
- conservation treatment project:
 - Consult with [Conservation & Exhibition Services](#) [2]
 - 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 the Resource Discovery Services Catalog Management Unit for general collections cataloging projects or Beinecke Technical Services for special collections cataloging projects
 - 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 [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
 - consult Best Practices for Selection Criteria; see LibGuide for [Digital Initiatives for Best Practices documentation](#) [4]
 - identify the copyright status of the collection, e.g. public domain, 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?
- 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/lit> [2] <https://web.library.yale.edu/departments/preservation/conservation-exhibition-services> [3] <https://web.library.yale.edu/departments/preservation/digital-reformatting-microfilm-services/digital-analog-format-conversion> [4] <http://web.library.yale.edu/digitizationguidelines> [5] <http://copyright.cornell.edu/resources/publicdomain.cfm>

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