Project Plan:

Philip Sidney Smith Collection of Photographs, Arctic Institute of North America Rare Book Collection

Phases of a project
Concept, Development, Implementation & Close-out.

Phase 1	Overview of the Project
Title of your ContentDM collection	Philip Sidney Smith Collection of Photographs, Arctic Institute of North America Rare Book Collections
Brief description of the project	Special Collections (SC) at the University of Calgary has partnered with Libraries and Cultural Resources (LCR) to create the *Philip Sidney Smith Collection of Photographs, Arctic Institute of North America Rare Book Collection*. The physical collection contains 2,566 black and white photographs credited to geologist Philip Sidney Smith. The purpose of the photographs was to document geographical and geological findings in Alaska between the years of 1906 and 1932. **Copyright and Organization:** The majority of the photographs in the collection are public domain. However, there are several photographs by John Beaver Mertie, Jr. and Roy Brown Earling that may require clearance. In the finding aid, they are numbered: - 6.3.2103B - 6.3.2103C - 6.3.2103D - 6.3.2126A - 6.3.2126B - 6.3.2130E - 6.3.2130F - 6.3.2130G - 6.3.2130H **Digitization:** The vast majority of photographs are 4x5 with the exception of several panoramas, the longest being 65.5cm. All photographs are black and white. Only the front of the photographs will be digitized, as the backs contain nothing of historical value. The physical items are currently organized on scrapbook pages, with two photographs to a page. It is not necessary to maintain this organization when the photos are digitized. Instead, SC would prefer it if each photograph is uploaded into ContentDm as a separate item (the photos should be displayed in a similar way as the items in AINA). **Archiving and Post Production:** Additional DVDs do not need to be burned for archival purposes. The standard procedure of backing up the collection on a hard drive is all that's required. **Metadata:** Please see the attached metadata template, which has been approved by John Cole, Apollonia Steele, and Aaron Wood. The Geographic Location field will be included, but will be left blank for the time being. The University of Alaska may be involved in populating this field at a future date when funding is received.

	Audience: The audience will primarily be composed of researchers and academics that have an interest in the geology and geography of Alaska. The collection should be searchable by: title, photographer, subject, and location. The collection will contain supplementary material to promote further research. This material will include biographies, a bibliography, the finding aid, and internet links. **Design:** The collection will be composed of two parts: a Drupal front end, and a ContentDm backend. In addition to the required ContentDm pages (home, browse, search, my favorites, about, preferences, and help), the collection will contain several custom pages. These include: biographies, bibliography, links, finding aid, and feedback.
Brief description of the intended audience	The audience will primarily be composed of researchers and academics that have an interest in the geology and geography of Alaska.
Timeframe	If possible, we will try to go live in September 2009 in order to take advantage of promotional opportunities that present themselves at the beginning of the fall academic semester.
Benchmarks	See project description.
Project Manager	Melissa Goertzen (403) 210-7834 mjgoertz@ucalgary.ca
List of people involved in the project	Melissa Goertzen – Project manager / Metadata / Drupal Apollonia Steele – Special Collections advisor John Cole – Special Collections advisor Peter Peller – Geographic advisor Sue McKee – Geographic advisor Kelly Farough – Digitization manager / Scanning / Processing / Uploading Igor Leznik – ContentDm
List of Definitions & Acronyms	LCR – Libraries and Cultural Resources SC – Special Collections PSSCP – Philip Sidney Smith Collection of Photographs
Other requirements	
Sign-off	_____ _____ Project Manager Date

Phase 2	Description of final product
Brief Description	Explain what you would like to see as the final product. See Project Description (above)
Unique url for the collection	http://smithphotographs.ucalgary.ca (not yet registered)

ContentDM and Drupal pages	Drupal tabs will include: • Home (intro to collection) • Browse the collection (linked to ContentDm browse) • Resources (biographies, bibliography, finding aid, links) • Feedback and copyright statement • About us (acknowledgements, SC information) ContentDm pages will include: • Home (linked to Drupal home page) • Browse • Search • My Favorites • Preferences • About (linked to Drupal About us page) • Help (standard ContentDm help page)
Search & Browse	Searchable fields will include: • Title • Photographer • Subject • Location
	How are you going to organize your collection? The photographs will be listed in ContentDm alphabetically by title.
	Please include key terms your users would find useful for browsing through your collection. Controlled vocabulary will be used for the photographer's name and subject headings. The controlled terms will be taken from the Library of Congress Authorities and the Getty Thesaurus of Geographic Names.
Sign-off	 _____ _____ Project Manager Date

Phase 3	Management
Management	Please list who will request and be accountable for changes to the collection. (Who is the Project Manager) Melissa Goertzen
	Please list who will be making changes to the collection. (Who is the collection administrator, the person working with ContentDM) Igor Leznik
	Please list the priorities of this project in order from top to bottom. • Photographs will be scanned, processed, and uploaded into ContentDm • All research and supplementary materials will be uploaded into

	Drupal.
	• Drupal and ContentDm will be linked together
	• Consider funding opportunities to add Geographic Coordinates to the metadata
	Please list any constraints to this project. Resources available are limited in terms of budget and staffing.
	Please list any assumptions.
	Please identify possible risks.
	How will these risks be managed & controlled.
Sign-off	_____ _____ Project Manager Date

Phase 4	**Budget**
Budget	How is this project being funded? Lois Hole Campus Alberta Digital Library
	Please describe the budget for this project and how it will be spent. The only money spent on the project will be for staff time. There is no budget for copyright permissions, etc.
Sign-off	_____ _____ Project Manager Date

Phase 5	**Local Computer**
Local Computer	The computer which will be uploading files to the collection, does it meet these standards: PC Windows 2000 or better
Sign-off	_____ _____ Project Manager Date

Phase 6	**Digitized Files**
Digitized Files	Please describe the format of the items to be uploaded into the collection.

	There will be 2,566 black and white photographs uploaded into the collection.
	Are these items copyright cleared for public distribution? The majority are public domain. Any photographs taken by Roy Brown Earling and John Beaver Mertie, Jr. may have to be cleared by family estates. See the project description for more information.
	How many of each format will be uploaded into the collection? 2,566 images
	How many are currently in digital format, in accordance with these standards: None of the items have been digitized.
	Will you need anything digitized? 2,566 images.
	Where will the files be digitized? University of Calgary, Digitization Center
	Do you have an average or approximate file size for each digitized item? Each item is 4x5 unless otherwise specified. (see the project description for more information)
	Is there an ongoing or definite number of files for this collection? The collection contains a definite number of items.
Sign-off	_____ _____ Project Manager Date

Phase 7	Metadata & Controlled Vocabulary
Metadata Overview	Dublin Core will be used to catalogue your collection.
Metadata	Which Dublin Core fields would you like to add to your collection? Please list in the order you would like to metadata to be displayed. See the attached metadata template.
Controlled Vocabulary	Are there any other forms of controlled vocabulary you would like to apply to your collection? Subject terms will be taken from the Library of Congress Subject Authorities or the Getty Thesaurus of Geographic Names.
Sign-off	_____ _____ Project Manager Date

Phase 8	Design
Design	The collection will be composed of a Drupal front end and a ContentDm back end. (See Description of Final Project section for more information)
Banner	Melina Cusano will be contacted to design the banner. The banner will be a mosaic of various photographs that are featured in the Smith collection. After the images have been processed, a selection will be sent to Melina for design purposes.
Colour Scheme	Yet to be determined. The collection should look simple and classic.
Font Style	Arial, 10
Navigation Bar	See ContentDm and Drupal pages section above.
Files	_____ _____
Sign-off	Project Manager Date

Phase 9	Quality Control
Quality Control	Please list who will be responsible for monitoring quality control for these areas: 1) Look & feel of design – Melissa Goertzen 2) Metadata standards – Melissa Goertzen 3) Webpage functionality – Melissa Goertzen 4) Search functionality – Melissa Goertzen
Sign-off	_____ _____ Project Manager Date

Phase 10	Archiving
Archiving	The files will be burned onto a DVD and kept in UofC controlled environment storage, would you like a copy of the DVDs for your own local storage? Additional DVDs are not required for this collection. (see Archiving and Post Production in the project description)
Sign-off	_____ _____ Project Manager Date

Phase 11	Statistics
Quality Control	Please list your requirements for statistics. Statistics gathered from ContentDm will be sufficient.
Sign-off	_____ _____ Project Manager Date

Phase 12	Project Completion
Project Completion	Please describe what deliverables must completed before the project is considered finalized: • Photographs will be scanned, processed, and uploaded into ContentDm • All research and supplementary materials will be uploaded into Drupal. • ContentDm and Drupal will be linked together through a series of custom queries.
Sign-off	_____ _____ Project Manager Date

Phase 13	Project Completed
Sign-off	 _____ _____ Project Manager Date

Label	Dublin Core	Smith Photographs	Definition
Title	Title	Looking back through Unimak Pass, Aleutian Islands	Name assigned to the resource as it appears in the finding aid.
Photographer	Creator	Smith, Philip Sidney	Responsible entity for the making of the resource. Person, organization or service.
Expedition	Subject	Expedition name	If available
Subject	Subject	Aleutian Islands (Alaska); Unimak Pass	Topic of the content of the resource. Should be controlled vocabulary or keyword.
Photo Location	Coverage.spatial	United States--Alaska--Aleutian Islands--Unimak Pass	Country--Province/State--Local
Geographic Location	Coverage.spatial	Coordinates	If available.
Photo Date	Date.issued	June 1906	Creation date of the resource.
Dimensions	Format.extent	4 x 5 inches	Dimensions of the resource.
Relation	Relation		Link to Geographic Names Information System (GNIS).
Institution	Publisher.corporate	Special Collections, University of Calgary	Entity responsible for making the resource available.
Collection	Publisher.collection	Philip Sidney Smith Collection of Photographs, Arctic Institute of North America Rare Book Collection	Collection to which the resource belongs.
Type	Type	image	Nature or genre of the content of the resource.
Language	Language.iso	eng	ISO three letter
Rights	Rights	http://digitization.ucalgary.ca/index.php/Conditions_of_Use	URL pointing to policy page.
Archive Number	identifier	1.1.1	Unique number assigned to the photograph by Special Collections.