



Questions for IT Support and/or Web Developer

The following is a list of some of the questions to consider when planning any large-scale digitization project.

- How is server space allocated? First-come, first-serve?
- Should we extend our deadline, how does this change the level of support?
- What conditions or changes at the university might impact the level of support we receive during the life of this grant?
- What is the process should staff turnover occur? How can we ensure the least negative impact on our project?
- What is the process for non-university staff (our web developer) to acquire the access needed to our servers? What is the estimated timeline for acquiring access?
- What can we expect at the end of the project? Instructions for long-term maintenance, editing, and uploading to the site? Does this include a training session in addition to written instructions?
- How many rounds of testing before upload do you anticipate or suggest for this project?
- What is your experience with OCR for bilingual and/or archival materials in poor condition?