



## **Digitization Partner Guide**

We recognize and understand that there are many reasons why communities may choose to outsource digitization work to a third-party contractor<sup>1</sup>. These reasons include:

- The expense, availability, and large size of digitization equipment
- The time commitment of digitizing certain formats
- The availability of qualified digitizers to be hired in community

To find a potential digitization partner, you will need to carefully seek out suitable organizations or individuals. This is a highly specialized skill, so it may not be immediately obvious who can accommodate your needs. Try reaching out to the following places for referrals to possible digitization contractors:

- Libraries
- Universities or research institutions
- Computer or electronic repair shops
- Museums

It is important to carefully research and consider appropriate digitization partners. Companies and individuals will have different strengths and the company that is right for one project may not be right for the next. You will want to consider:

- Their skills and experience (including experience with Indigenous materials)
- Their capacity to digitize your materials
- Their location and how you will deliver the materials
- Their relationship with you and other Nations

You must contact and evaluate digitization partners during the application stage. Applicants who plan to contract a third-party for digitization work must include a quote for services with your application package. Quotes must include a total fee for services. When requesting a quote, you should provide:

- The number and format of items to be digitized (e.g. 30 open reel recordings)
- The desired digitized format (e.g. WAV files)
- The project timeline (e.g. work to be completed by April 30<sup>th</sup>)
- The method of transportation of materials (e.g. shipped by courier)

There is a huge amount of trust that goes into giving archival material to a third-party for digitization. To help build this trust, ask your potential digitization partner about their policies regarding condition assessment and damage during digitization. Responsible digitization partners will conduct a condition assessment and log of all materials which they will provide to you. Responsible digitization partners will



also be able to clearly outline the precautions they take against damage during the digitization process, and the procedures they follow if damage does occur.

When negotiating a contract or workplan with a digitization partner, it is important to ask careful questions that consider how the work will be done and what the outcomes will be. Have a vision in mind for what the outcomes will be and how you will receive the end product. You and your digitization partner should discuss and agree on:

- The format and purpose of digitized materials (e.g. access copies vs. master copies, and appropriate formats)
- Method of delivery of digitized materials (e.g. USB drive, cloud storage data transfer)
- Reporting and documentation of metadata (e.g. how the contractor will organize, track, and return materials' metadata to you)
- Method of return of archival source materials (e.g. by courier)

It is also important that you know your digitization partner's intentions for interaction with the material after it is digitized. This extends beyond providing digital copies and returning source materials. Responsible digitization partners will be able to outline their understanding of ownership and rights to the digitized material, and if or how long they retain back-up copies of the work. Digitization partners are expected to sign off on a document stating that they do not retain any rights to any of the material, will not distribute it, and will delete any working files associated with the project within a short time of its conclusion.

### **Digitization Partners in BC**

FPCC has identified possible digitization partners. This list is not exhaustive and is not an endorsement of one company or another. This list is a starting point. We recommend reviewing the options here and expanding your search to include contractors in your area.

#### **VIVO Media Arts**

Located in Vancouver, VIVO Media Arts has experience digitizing materials from FPCC grant recipients.

<https://www.vivomediaarts.com/digitization-services>

#### **ACI Computer Service**

Located in Burns Lake, ACI Computer Service is a small operation with experience digitizing materials from FPCC grant recipients.

<http://acicomputerservice.ca/>