

## Questions for Culture in Transit Initial Screening Interview - METRO

**Institution Name:**

**Name of contact at institution:**

**Email:**

**Phone:**

### Collection Information

- **Collection name**
  
- **Brief description of collection**
  
- **Collection status**  
*(Processed with a finding aid/minimally processed with a folder list/unprocessed etc. We are looking to digitize collections that have items that have at least been minimally cataloged/processed.)*
  
- **What metadata already exists for collection & what format?**
  
- **What is the rights status for the collection?**
  
- **Are you willing to have the descriptive records for the digitized content included in the Digital Public Library of America (DPLA)?**

### Institution and Staffing Information

- **Location of institution**

- **Public transportation options for reaching institution**
- **Description of workspace at institution**  
*(Designated space is required for Mobile Digitization Specialist to set up scanning or photography equipment; work table, chairs, floor space, for oversized items etc.)*
- **Is there a Wifi connection?**
- **Is there a secure space where the equipment can be locked away each day during onsite scanning?**
- **Who will be the contact person at the institution during onsite work?**
- **Availability of designated staff to work with Mobile Digitization Specialist**  
*(The Specialist will be able to work largely independently but ideally the institution's contact person should be in the office at the same time.)*
- **How much time per week can staff devote to this project over a scheduled time period?**

## **Digitized Materials from your Collections**

- **Have you previously digitized materials from you collection?**
- **If you have digitized previously, how was it carried out?**  
*(For example, was the project grant funded? Was the digitization done in-house? What type of materials were digitized? Are they online? How are they used?)*
- **Do you have or have you thought of/written a digitization strategy for your collections?**
- **Do you have a wish list of specific items/collections you would like to digitize?**