**Project Submission Form**

**A completed paper copy of this form must be included with the hard drive**

**EAP Project Number** Please include this reference in all correspondence

**Number of hard drives submitted**

|  |  |  |
| --- | --- | --- |
| **Hard drives** | | |
| What type of computer was data transferred to the hard drive from? | Windows | Mac |
| If Mac, the hard drive must be formatted to exFAT or FAT32 before the images are loaded onto the hard drive | |  |
| The hard drive is a solid-state drive (SSD) with rugged casing (preferred) and **is not** password protected | |  |
| **Digitised images** | | |
| All images must be in uncompressed TIFF format | |  |
| All images must be orientated for reading | |  |
| Images must not be enhanced or modified | |  |
| The colour profile should be sRGB (IEC61966-2.1) | |  |
| Digital filenames (and folder names) must only use letters a-z, numbers 0-9, and the underscore symbol \_ | |  |
| All image filenames must end with a number (each number must be at least 3 digits) | |  |
| **Digital folders** | | |
| Every folder on the hard drive(s) must have a unique name | |  |
| You must create checksums for every folder on the hard drive(s) | |  |
| Every folder on the hard drive must correspond to a separate “file” level row on the metadata listing spreadsheet | |  |
| Except at Collection level there should be no sub-folders. It is particularly important that there are no sub-folders titled ‘TIFF’ or ‘Data’. | |  |
| The name of the folder must be exactly the same as how it appears in column AS of the listing spreadsheet | |  |
| You have checked the number of files in each folder and they match the information provided in column AX of the listing spreadsheet | |  |
| **Metadata** | | |
| The completed metadata listing spreadsheet must be included on the hard drive | |  |
| The listing must include at least 1 collection level row. If you digitise material held at more than one archive, there should be a separate collection level row for each archive. | |  |
| The folder names entered in column AS must **EXACTLY** match the names of the digital folders on the hard drive that contain the corresponding images | |  |

**Please turn over**

Jody Butterworth

Endangered Archives Programme

The British Library

96 Euston Road

NW1 2DB

**Post the Hard Drive(s) using a courier with a tracking service to:**

|  |  |  |  |
| --- | --- | --- | --- |
| Full guidelines for image and metadata standards are available on the EAP website. If any of these requirements are not met, this may delay the processing of your hard drive and you may be required to submit a new hard drive and/or metadata spreadsheet before you can submit your final report. Alternatively, we may decide to upload the material even though there are anomalies. | | | |
| I understand that the images and metadata supplied here are final and it may not be possible for EAP to incorporate any future additions, amendments, or enhancements. | | | |
| Signed |  | Date |  |