

Background

The Freer Gallery of Art and Arthur M. Sackler Gallery (Freer|Sackler) has produced an online scholarly publication of a significant collection of Edo period Japanese books, entitled “The World of Japanese Illustrated Books” (<http://pulverer.si.edu>). Currently only 6% of the 938 titles are online, and the museum is working diligently to catalogue and add the rest of the collection to the catalogue. Each book has been photographed cover-to-cover, so over 67,000 images are available to make each book entirely accessible.

A key task in the final phase of this project is the preparation each book’s image to be ingested into the Smithsonian’s Digital Asset Management System (DAMS) as a high-resolution TIF and be synchronized with the museums collections management system *The Museum System I* (TMS).

The Freer|Sackler is currently looking for a full-time contactor to process the remaining 746 books and their related 55,409 images and update their related TMS media records so that all images are available by May 2016. The work requires attention to detail, accuracy and consistency.

Statement of Work

The vendor will first be trained by the The Digital Asset and Imaging Specialist in the protocols and processes required for the work. The vendor shall replace jpg images with tif images in TMS and sync with DAMs using a system already established by Freer|Sackler. There are a total of 746 object records with approximately 55,409 images that need to be replaced and then synced. Some images will also have to be deleted from DAMs before the sync takes place, making frequent communication with the OCIO DAMs team a necessity. Spreadsheets must be created, maintained and shared for all object and media records worked on.

The vendor may be required to resolve media issues, with the guidance of Freer-Sackler photography and collections staff. The Assistant Registrar for Collections Information (the COTR) and/or photography staff will determine the need for this additional duty.

All work will be overseen and reviewed by the COTR. The Freer|Sackler reserves the right to unilaterally change any and all anticipated requirements. Since this project is time sensitive, Contractor will be required to closely maintain a scheduled benchmark, and assist the COTR in tracking progress. Contractor will work full time, regular business hours on the Freer|Sackler premises and as determined by the COTR.

Period of Performance

Work will begin on or around October 5, 2015 and finish no later than May 31, 2015. The period of performance may be extended if necessary and by mutual agreement of the contractor and the COTR.

Deliverables

Complete and accurate DAMS ingestion of the media records for 746 book records.

Payment and Invoicing

Payment for the work shall be per book record and its related media required for the online catalogue.

The contractor will submit invoices to the COTR for review and approval.

A summary of the Statement of Work follows:

Project Venue	Task Description	Deliverables	Specifications
Venue for all tasks is the Arthur M. Sackler Gallery, 1050 Independence Ave. SW, Washington DC	<p>Create and maintain Excel spreadsheets and Access data tables used to work with TMS "Media Loader" application. Use Media Loader to update images in TMS. Complete process for all Pulverer book images not yet in DAMS.</p> <p>Ingest Pulverer collection images into DAMS and synch with TMS using establish Freer Sackler protocols.</p>	Complete and accurate ingestion into DAMS of the images of 746 books selected for inclusion into the online catalogue.	

A summary of the anticipated schedule follows:

Project Venue	Deliverables	Period of Performance	Firm Fixed Price
Venue for all tasks is Freer Gallery of Art and Arthur M. Sackler Gallery.	Excel spreadsheets with data added to TMS and DAMs. Images on TMS and DAMs.	Ongoing from October 2015 through May 2016 unless completed earlier.	\$40 per book. Completion of each book's images for the online catalogue.