

**Background**

The Freer Gallery of Art and Arthur M. Sackler Gallery (Freer|Sackler) has produced an online scholarly catalogue of a significant collection of Edo period Japanese books, entitled “The World of Japanese Illustrated Books” (<http://pulverer.si.edu>). Currently only 19% of the 937 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. The Smithsonian uses as its DAMS *Media Management* by Open Text. The images are then synchronized with the museum’s collections management system *The Museum System* (TMS).

The Freer|Sackler is currently looking for a full-time contractor to process the approximately 757 remaining books and their related 32,619 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 JPEG images with TIFF images in TMS and synch with DAMs using a system already established by Freer|Sackler. There are a total of approximately 757 object records with approximately 32,616 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 DAMS team at the Smithsonian’s Office of the Chief Information Officer (OCIO) a necessity. Spreadsheets must be created, maintained and shared for all object and media records worked on.

The vendor will be required to identify and help resolve media issues, with the guidance of Freer-Sackler photography staff and/or the the Assistant Registrar for Collections Information.

All work will be overseen and reviewed by the Assistant Registrar for Collections Information. The Freer|Sackler reserves the right to unilaterally change any and all anticipated requirements. Since this project is time sensitive, the Contractor will be required to maintain scheduled benchmarks, and work with the Assistant Registrar in tracking progress. The Contractor will work full time, regular business hours on the Freer|Sackler premises as determined by the Assistant Registrar.

**Period of Performance**

Work will begin approximately December 1, 2015 and finish by December 31, 2016. The period of performance may be extended if necessary and by mutual agreement of the contractor and the Assistant Registrar.

**Deliverables**

Complete and accurate DAMS ingestion of the media records for approximately 757 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 Assistant Registrar for review and approval.

A summary of the Statement of Work follows:

<b>Project Venue</b>	<b>Task Description</b>	<b>Deliverables</b>	<b>Specifications</b>
Venue for all tasks is the Arthur M. Sackler Gallery, 1050 Independence Ave. SW, Washington DC	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.  Ingest Pulverer collection images into DAMS and synch with TMS using establish Freer Sackler protocols.	Complete and accurate ingestion into DAMS of the images of approximately 757 books selected for inclusion into the online catalogue.	

A summary of the anticipated schedule follows:

<b>Project Venue</b>	<b>Deliverables</b>	<b>Period of Performance</b>	<b>Firm Fixed Price</b>
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 December 2015 through December 2016 unless completed earlier.	The accepted bid price per book upon successful completion of each book's images for the online catalogue.