

Project Management for Digitization Programs

Part Two: Implementing your Project

March 30, 2016

OurDigitalWorld.org

Implementing your digitization project (March 30 Session)

- Copyright
- Digitization activities
- Standards & best practices
- Metadata
- Storage
- Project Evaluation & Documentation

Delivering your digital collections online (April 6, 2016)

- Discovery
- Access
- Permissions and Attribution
- Platforms
- Community engagement
- Crowdsourcing



INTRODUCTION

Principles of a Good Digital Collection

- A good digital collection is created according to an explicit collection development policy.

- A good collection is *interoperable*.

- A good collection is *sustainable* over time.

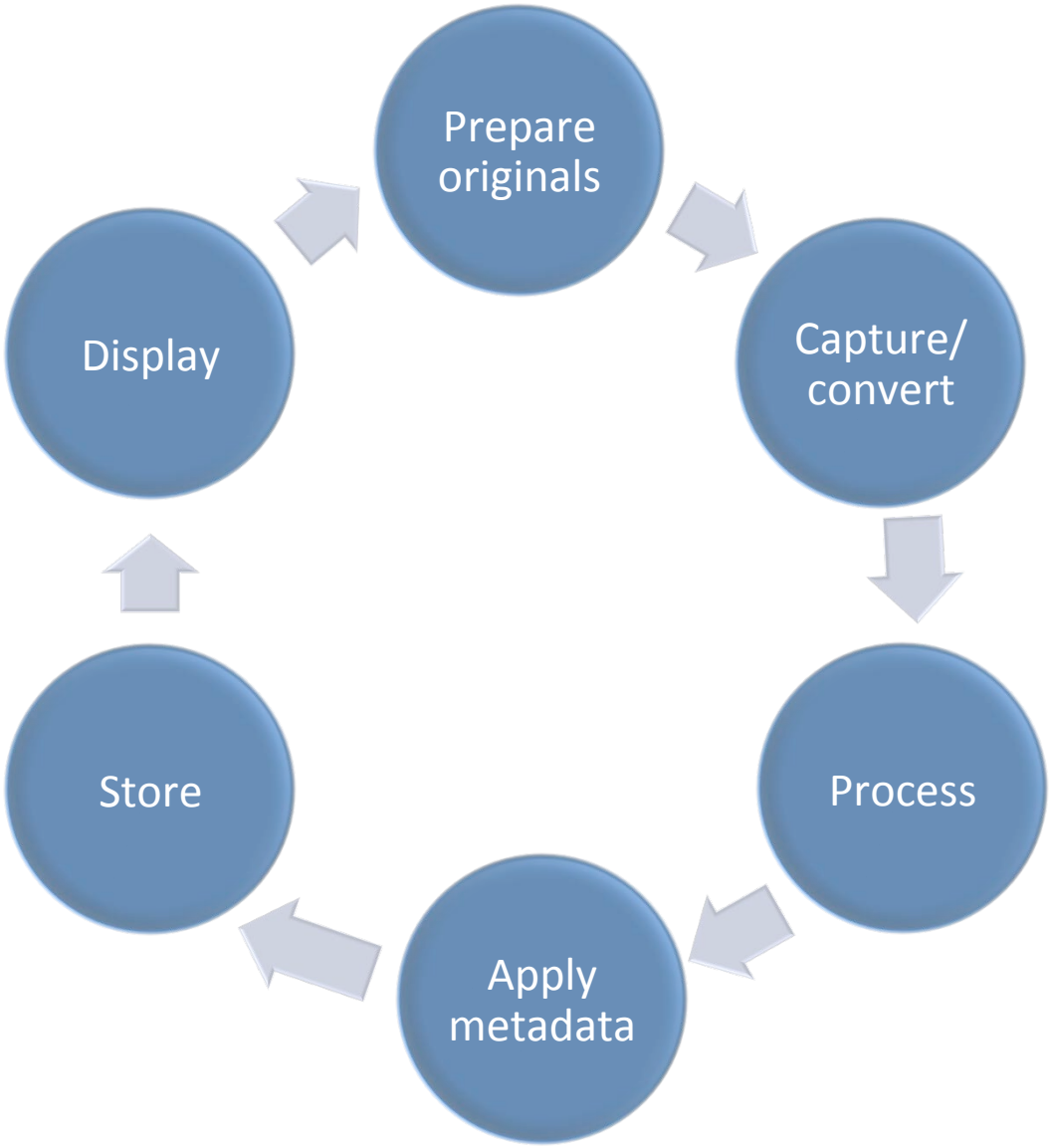
A Framework of Guidance for Building Good Digital Collections
http://www.niso.org/publications/rp/framework3.pdf

Building a Digital Collection

What is your digital collections strategy - within your organization?

Creating the metadata, creating the digital objects, managing the metadata and the objects, rights and reproduction management, making the digital content discoverable, search functionalities, delivering the digital content, user interaction, etc…

General workflow



Managing digital collections

Collection selection
- Ownership
- Copyright & permissions

Digital conversion
- Metadata standards
- Tools & formats
- Digital file identifiers

Networked environment
- Metadata
- Discovery & Access
- Web/User “3.0”
- Hosting

Evaluate & Refine
- Management lifecycle



COPYRIGHT

Copyright – In a nutshell

- Determine copyright status
  - Public domain
  - Copyright
  - Licensed/Contractual
  - Unknown
- Who is the copyright owner?
- What is the term of copyright?

General rules for Canadian copyright

Go to the Copyright FAQ for more detailed information. This table provides the general rules for copyright in the following types of material:

- Published Textual Material
- Unpublished Textual Material
- Maps and Plans
- Photos
- Films/Videos
- Sound Recordings

Type of Material	First Copyright Holder	Term of Copyright
Pamphlets	Author, or employer if done in course of employment	Life of author + 50 years
Newspaper articles or clippings; Periodical articles	Publisher of the newspaper or periodical if the writer was an employee; Author if a freelance writer (unless there is an agreement transferring copyright to the publisher)	Life of author + 50 years
Entire newspapers	Publisher	Life of author (likely the editor) + 50 years Note: Although not based in law, some organizations have applied a 90-year rule to newspapers, so that newspapers more than 90 years old are considered to be in the public domain.
School yearbooks	The yearbook itself: the school Items in the yearbook (e.g., photos, text, artwork): Most likely the author (but depends on the media type)	Life of author (likely the editor) + 50 years Most likely life of author + 50 years (but depends on the media type)
Publications of the federal or provincial governments	Crown	First publication + 50 years
Unpublished records of an organization, e.g., letters, memos, reports, etc.	Organization if the author was one of its employees; otherwise the copyright holder is the author of each work	Life of author + 50 years Note: There is a complicated series of term rules for unpublished works whose authors died before 1999. Consult further sources. (See Where can I get more information?)
Unpublished federal or provincial		

Copyright issues

- Ownership of “object” vs. copyright

- Do you have the right to make the object available online? (the right to “make a copy”)

***Tip**: Have a policy in place - be proactive, not reactive*

Managing Copyright

- In-house tracking (data management)
  - Track copyright status, copyright owner, donor, permissions, etc.
- Display copyright status/statement as part of the record (user interface)

Sample Copyright Statements

Copyright Statement:
Protected by copyright: Uses other than research or private study require the permission of the rightsholder(s). Responsibility for obtaining permissions and for any use rests exclusively with the user.

Copyright Statement:
Public domain: Copyright has expired according to Canadian law. No restrictions on use.

Copyright Bureau, Services Branch
Library and Archives Canada
395 Wellington Street, Ottawa K1A 0N4
Tel.: 613-996-7502 / Fax: 613-996-1341
Email: copyright/droit_d'auteur@lac-bac.gc.ca

Copyright Statement:
Copyright status unknown. Responsibility for determining the copyright status and any use rests exclusively with the user.

Copyright policies

“All items displayed online as part of this digitization program must be under the copyright of one of the participating libraries, or be in the public domain. Items may also be placed online if permission to do so has been granted by the rightful copyright holder.”

Resources

Canadian Copyright Rules & FAQ

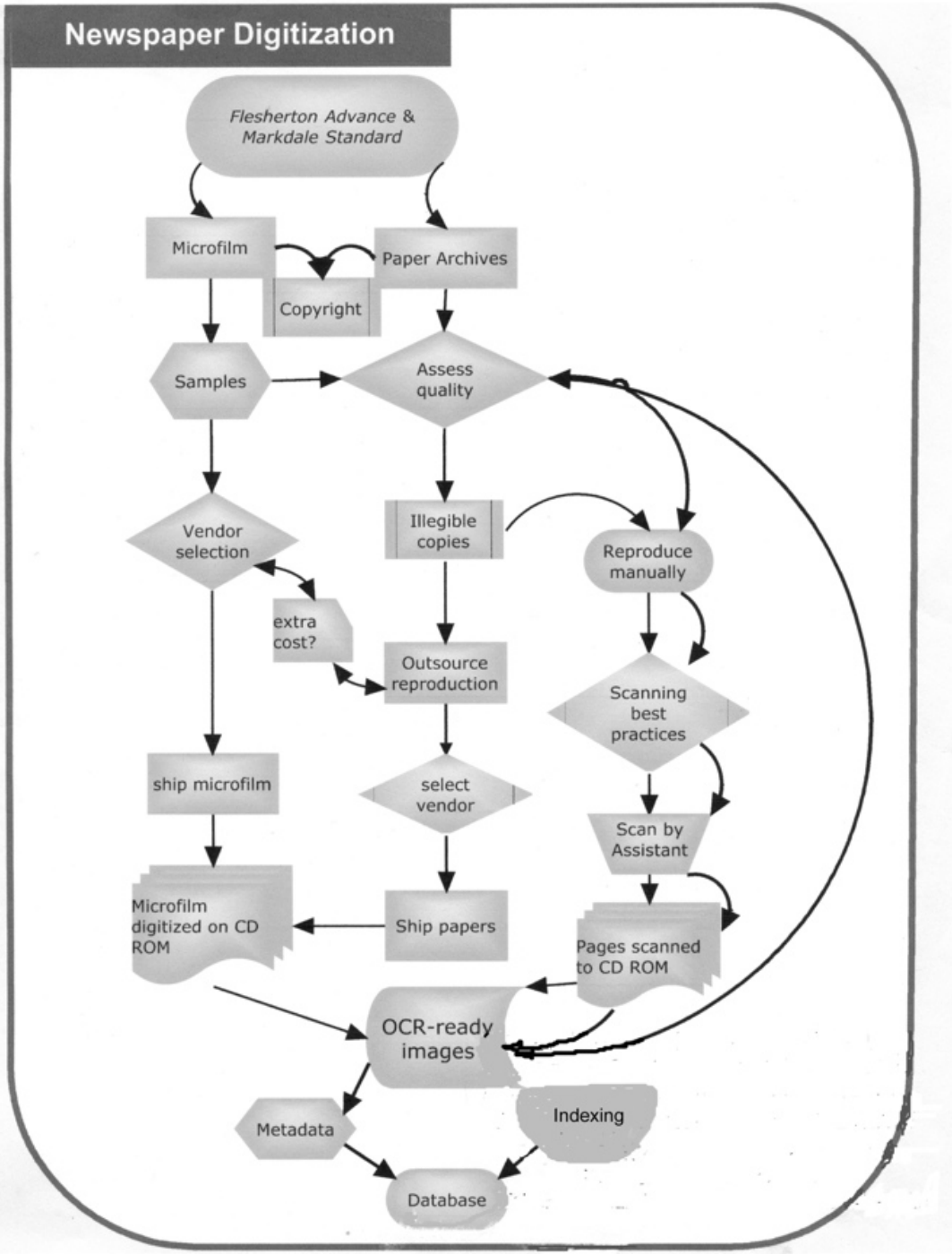
http://ourdigitalworld.org/services/resources/general-rules-for-canadian-copyright/

http://ourdigitalworld.org/services/resources/general-rules-for-canadian-copyright/copyright-faq/



QUESTIONS?

DIGITIZATION ACTIVITIES


Newspaper Digitization
Flesherton Advance & Markdale Standard
Microfilm
Paper Archives
Copyright
Samples
Assess quality
Vendor selection
Illegible copies
Reproduce manually
extra cost?
Outsource reproduction
Scanning best practices
ship microfilm
select vendor
Scan by Assistant
Microfilm digitized on CD ROM
Ship papers
Pages scanned to CD ROM
OCR-ready images
Metadata
Indexing
Database

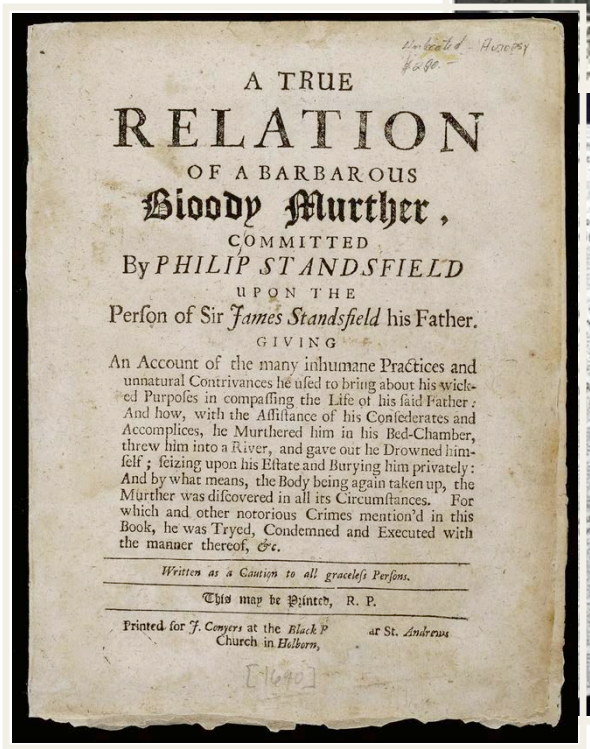
Planning

- Inventory & subcollections
- Equipment
- Standards & best practices
- Workflows

Collection inventory

- Identify
- Sort
- Prioritize
- Assess




A TRUE
RELATION
OF A BARBAROUS
Bloody Murther,
COMMITTED
By PHILIP STANDSFIELD
UPON THE
Person of Sir James Standsfield his Father.
GIVING
An Account of the many inhumane Practices and unnatural Contrivances he used to bring about his wicked Purposes in compassing the Life of his said Father: And how, with the Assistance of his Confederates and Accomplices, he Murthered him in his Bed-Chamber, threw him into a River, and gave out he Drowned himself; seizing upon his Estate and Burying him privately: And by what means, the Body being again taken up, the Murther was discovered in all its Circumstances. For which and other notorious Crimes mention'd in this Book, he was Tryed, Condemned and Executed with the manner thereof, &c.
Written as a Caution to all graceless Persons.
This may be Printed, R. P.
Printed for J. Conyers at the Black P
Church in Holborn,
at St. Andrews
[1690]





Implementation

Tools:

- Hardware
- Software

Treatment:

- Digital object
- Born digital vs. converted

Equipment

- Hardware:
  - 2D objects: Flatbed scanner
  - 3D objects: Camera
  - Audio/video: Conversion device
- Software:
  - Image editing—Photoshop, GIMP…
  - OCR (optical character recognition)—ABBYY FineReader…
  - Audio editing—Audacity, Stomp…
  - Video editing—iMovie, Movie Maker…
- Outsourcing

Why outsource?



Awkward Materials

Specially Trained Staff

Automated systems

Customized, Uniform Output

Digital Conversion

- Digital object
  - High quality and high resolution Master copy
  - Derive lower resolution copy for web delivery
  - Convert to web-friendly formats and sizes
  - Capture all content for full-text search

E.g. Images

- *master copy 600dpi TIFF file*
- *Upload 300dpi JPEG*
- *web copy is 72dpi JPEG*

Recommended standards

- **Image**
  - Master copy 400-600 dpi TIFF file
  - Convert to 300 dpi JPEG
  - Web copy is 72 dpi JPEG
- **Text**
  - Scan like “image” for display of pages
  - Derive 300 dpi greyscale jpg to OCR
  - Provide image and full text for discovery

Recommended standards cont'd

- **Video**
  - Master and upload MOV, WMV or FLV
- **Audio**
  - Master copy is WAV, AIFF, or FLAC file
  - Convert and upload a MP4 file

A/V discovery relies on text hints or transcriptions

Recommended File Formats

- CSV vs. XSL
- TIFF, JPG vs. Photoshop (PSD)
- TXT vs. DOC
- MPEG-4 vs. Quicktime

File names

Bad file name
“Hugh’s Postcard (& Photo) Collection”
or “Bridge at Stoney River”.tif

Good file name
HCMA_LPC_20100103_00001.tif (25 characters)

Original file names		Revised
RussellVill_TWD_Vol1_Hist		BalsamHill-1.pdf
RussellVill_TWD_Vol2_Hist		BalsamHill-2.pdf
RussellVill_TWD_Vol3_Hist	ers.pdf	BalsamHill-4H.pdf
RussellVill_TWD_Vol4_1944-92		BalsamHill-Agriculture.pdf
RussellVill_TWD_Vol5_1991-2001		BalsamHill-CE-1960-1979.pdf
RussellVill_TWD_Vol6_2002-07		BalsamHill-CE-1980-1999.pdf
RussellVill_TWD_Vol7_2007-2011	df	BalsamHill-CE-2000-2008.pdf
RussellVill_TWD_Vol8_2012		BalsamHill-CEBinder.pdf
RussellVil_MSC_Prgm_1943-2016		BalsamHill-CEScrapbook1.pdf
RussellVill_MSC_ScrpBk_1946-50		BalsamHill-CEScrapbook2.pdf
RussellVill_MSC_ScrpBk_1950-56	ols 1966-2008.pdf	BalsamHill-Church.pdf
RussellVill_MIN_Vol1_1936-40	df	BalsamHill-ElementarySchools.pdf
RussellVill_MIN_Vol2_1940-44	-2008.pdf	BalsamHill-Farms.pdf
RussellVill_MIN_Vol3_1944-48	& CE.pdf	BalsamHill-HighSchool.pdf
RussellVill_MIN_Vol4_1948-52		BalsamHill-Pioneers.pdf
RussellVill_MIN_Vol5_1952-58	cil.pdf	BalsamHill-Schools.pdf
RussellVill_MIN_Vol6_1958-63	nniversaries, & Graduations.pdf	BalsamHill-Township.pdf
RussellVill_MIN_Vol7_1963-68		BalsamHill-VitalStatistics.pdf
RussellVill_MIN_Vol8_1968-72		Belmont-1.pdf
RussellVill_MIN_Vol9_1972-77		Belmont-2.pdf
RussellVill_MIN_Vol10_1977-82	h W.I. - MWI1009.007.0034.pdf	Belmont-3.pdf
RussellVill_MIN_Vol11_1982-88	hs Deaths MWI1009.007.0036.pdf	Belmont-Scrapbook.pdf
RussellVill_MIN_Vol12_1988-95	- MWI1009.007.0033.pdf	Matilda-3.pdf
RussellVil_MIN_Vol13_1995-2002	09.007.0035.pdf	Matilda-History.pdf
RussellVill_MIN_Vol14_2002-09	stitute - MWI009.007.0042.pdf	Matilda-ScrapBookPeople.pdf
RussellVill_MIN_Vol15_2009-15		Matilda-ScrapbookRecords.pdf
		Matilda.pdf



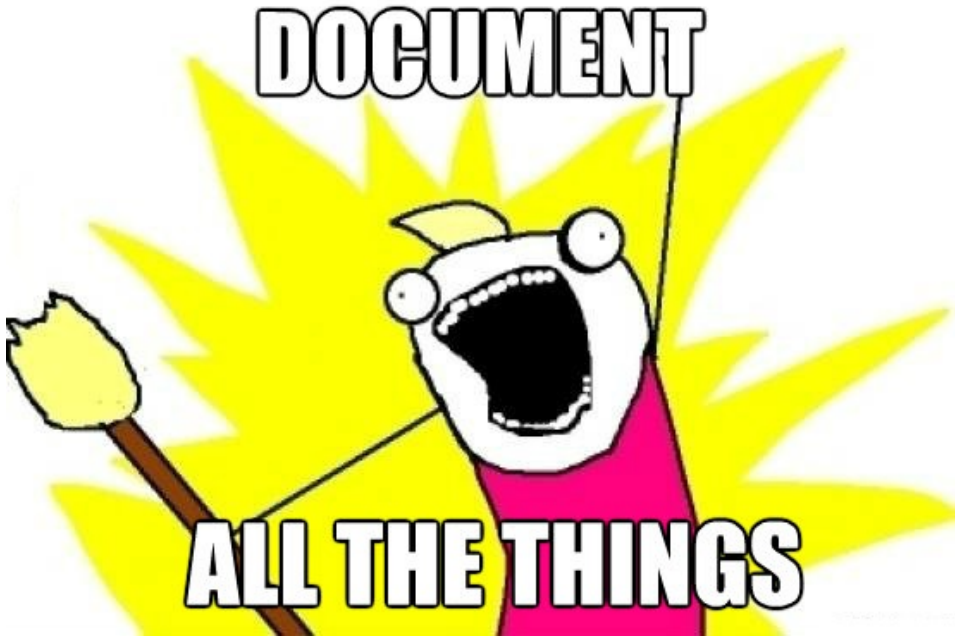





Gordons
Lot Nº 8.
BASIN.
Lot Nº 9.
ROAD.
S. 2° E.
60'
60'
Wood Yard.
Guard
Gate
LITTLE DEEP CUT.
Geo. Keefer Sr.
ROAD ALLOWANCE.

Creating digital objects

- Inventory
- Choose standards & best practices
- File naming
- Tracking





QUESTIONS?



METADATA

“Metadata is a love note to the future”

Christine Orr

What is Metadata?

- Who created this photo? <creator><photographer>
- When was it created? <date>
- Who is in the photo? <description><persname>
- What is the photo about? <description><subjects>
- Where was it taken? <location><geoname>

Approaching Cedar Rapids, St. Lawrence River, Canada



Description | Comments (0)

Media Type:
Image

Item Type:
Postcards

Description:
Coloured postcard of the crowds on the foredeck of either the Canada Steamship Lines steamboats RAPIDS KING or RAPIDS PRINCE in the rapids of the Saint Lawrence River.

Notes:
Divided back

Inscriptions:
"Approaching Cedar Rapids; Everyone on deck anxious to get the first glimpse of Cedar Rapids which boasts the fastest current in the St. Lawrence River."
"Scenes along the route of the Canada Steamship Lines Limited"
"Imprime en Allemagne"
"1305/46"

Publisher:
Novelty Mfg. & Art Co. Ltd.

Place of Publication:
Montreal

Date of Original:
c 1920

Dimensions:
Width: 8.6 cm
Height: 13.7 cm

Comment on this item

Create electronic postcard

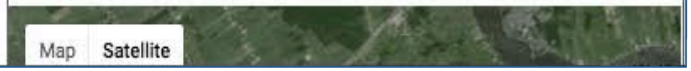
Full Image



Reverse

Groups of Related Records

Saint Lawrence Rapids



Types of Metadata

- Descriptive: Title, Creator, Date of object you are describing, etc…, language of digital asset
- Administrative: Date of record created, edited, rights, language of record
- Technical: Filename, software used to digitize
- Structural: Order for multi-part objects

Metadata and your collections

- What kind of object are you describing?
  - which specific data fields to use?
  - when?
  - what about status? (required, recommended, optional)

Tip: *Document your decisions – this becomes your Metadata Application Profile*

Minimal descriptive metadata

- Title
- Physical description – media type (audio, images, text, video)
- Unique identifier
- Unique URL

Recommended metadata practice

- **Title**
- Name of creator
- Dates of creation
- Physical description – **media** & item type
- **Description**
- Subject
- **Copyright status**
- Permissions/Terms of Use
- Citation
- **Unique identifier**
- **Unique URL**

Locally: Metadata application profile

- Data elements to be included
- Status of each element:
  - Mandatory
  - Recommended
  - Optional
- Definition of how each element is used or completed, e.g. Media Type:

Definition	A high-level data value depicting the type (genre) of resource represented by the digital object.
Options	Audio, Image, Text, Video
Status	Mandatory
Publicly Displayed:	Yes
Repeatable	No
Additional Notes	▪ The media type you selected in the entry screen should be displayed here. The media type affects the template screens that are used to enter data, as the templates use different data fields and values depending on the media type selected.

Why do you need metadata?

- Managing the collection (identifying)
- Resource discovery (finding stuff)
- Aggregating data (bringing “similar” stuff together)
- Faceting data (sorting)
- Viewing data in alternate formats
- Sharing data
- ?

Metadata (Program level)

- Data you create/capture (descriptive, administrative, structural, technical) needs to be “smart”:
  - Standard (community, content, etc…)
  - Shared (exportable)
  - Extensible (in various data formats)

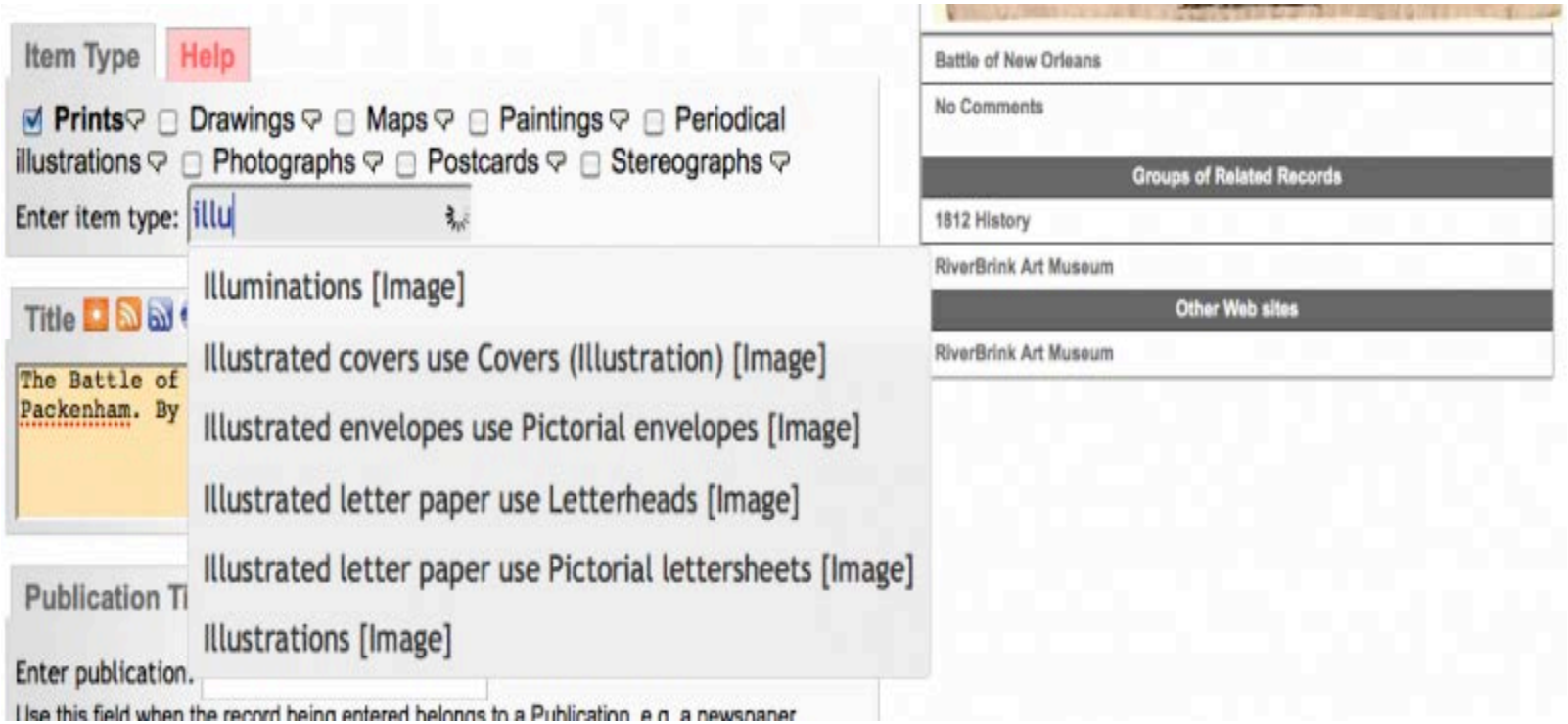
Standards

- Dublin Core
- MODS
- Encoded Archival Description
- Resource Description Framework (RDF)
- Terms of Graphic Materials
- Library of Congress Subject Headings

<Metadata> Record

```
<modsCollection xmlns:georss="http://www.georss.org/georss">
  <mods>
    <location>
      <url>http://images.OurOntario.ca/Brock/2437210/data</url>
    </location>
    <titleInfo>
      <title>
        Sketches of the Battle Fields of Ontario from the War of 1812, July 15, 1876.
      </title>
    </titleInfo>
    <name>
      <namePart>Dyer, C.J.</namePart>
    </name>
    <originInfo>
      <dateCreated>18 July 1876</dateCreated>
      <dateIssued>2012-08-24T14:41:46Z</dateIssued>
    </originInfo>
    <abstract>
      One page of sketches illustrating the battle fields of Ontario from the War of 1812. The page has been removed from the July 15, 1876 issue of the
      Canadian Illustrated News and mounted on a cardboard mat. Included are sketches of the Battle Field of Lundy's Lane and Drummondville, the Battle Field
      of Stony Creek, Old Fort George Niagara and the Battle Field of Beaver Dams. The original black and white sketches have been coloured with watercolours.
    </abstract>
    <subject>
      <topic>War of 1812</topic>
    </subject>
    <subject>
      <topic>War of 1812- Niagara Frontier Campaign</topic>
    </subject>
    <typeOfResource>still image</typeOfResource>
    <recordInfo>
      <recordContentSource>Brock University Archives</recordContentSource>
      <recordContentSource>1812 History</recordContentSource>
    </recordInfo>
    <language>
      <languageTerm>eng</languageTerm>
    </language>
  </mods>
</modsCollection>
```

Standards-based = reusable data



LAURIER Library

Browse by Subject

Search (Advanced) >>Browse by Subject

117 Albert Street (Waterloo, Ont.) (1) 165 Albert Street (Waterloo, Ont.) (1) 186 Albert Street (Waterloo, Ont.) (1) 214 Albert Street (Waterloo, Ont.) (1) Aboriginal Awareness Week (3) Absolon, Kathy (2) Abstract sculpture (5) Abuelaish, Izzeldin (1) Academic costume (285) Academic Council on the United Nations System (16) Academic libraries - Ontario - Waterloo - Automation. (3) Accidents (1) Achanta, Maruti (2) Acid rain (1) Ackert, Lucy (1) Ackford, Lynn (1) Activists (3) Actors (69) Actresses (1) Adam, Kelly Louise (1) Adamczyk, Renata (2) Adams, Carol (1) Adams, Geoffrey (1) Adams, Julianne (1) Adams, Kevin (1) Adams, Marc (1) Adamson, Raymond S. (2) Addams, Jane (1) Adlington, Allan K. (1) Advertisements (15) Advertising (1) Aechtner, Horst (1) Aerial photograph (5) Aerial photographs (42) Aerial view (2) Aerial views (54) Aged persons (1) Aggiss, Sara (3) Aging (3) Agranove, Larry M. (3) Agro, Andrew (4) Aguayo, Miguel (1) Ahamed, Farouk (1) Ahmed, Anwar (1) Ahonen-Eerikainen, Heidi (1) Ahrens, Frederick (2) Ahrens, Geraldine (1) Ahrens, Kim (1) Ahrens, Martin (1) Ahuja, Gagan (1) AIDS (Disease) (2) Aikenhead, Bill (1) Ainslie Street Methodist Church (Galt, Ont.) (1) Aird, John Black (22) Aiston, Fiona (6) Aitchison, David (2) Aizenman, Joshua (1) Aksim, Edward (4) Aksim, I. (1) Aksim, Marie Elizabeth (2) Al-Abadleh, Hind (1) Albert Street (Waterloo, Ont.) (9) Alberti, S. (1) Albrecht, Earl J. (1) Albright, W. Paul (3) Alcantara, Christopher (4) Alcoholic beverages (2) Alessio, Michael (1) Alexander, J. Neil (3) Alexander, Jesse (2) Alexander, Lincoln MacCauley (1) Alexander, Robert E. (3) Alfred, Taiaiake (1) Alhart, Daryl (1) Ali, Tariq (1) Allan, John (1) Allan, Laura A. (2) Allanson, Philip (1) Allegro, John (1) Allen, George R. (1) Allen, Janet (1) Allen, Margaret Jean (2) Allen, Ronald Alexander (1) Allen, Thomas Reed (1) Allen, Tim (1) Allen, Tom (2) Alles, Stephen (1) Allison, Helen M. B. (2) Allison, Wayne (4) Almeida, Quincy (8) Aloni, Yariv (2) Altarpieces (1) Altars (23) Altemeyer, Bob (1) Alvarez, Maximilian (4) Amadio, Catherine (1) Ambassadors (3) Amdur, Reuel (7) Ament, Doreen (1) American Theological Library Association (2) Amoako-Adu, Benjamin (4) Amster, Randall (1) Amyot, Lisa (1) Anas, Anas Aremeyaw (1) Anastasakis, Spiros (3) Anatol, Franklyn (1) Anderson, Clifford W. (2) Anderson, David (3) Anderson, Earl (9) Anderson, Emil (1) Anderson, Grace (8) Anderson, James (1) Anderson, Jamie (1) Anderson, Jason (1) Anderson, Kim (2) Andreae, Daniel (3) Andreoli, Andrew Dominic (1) Andrews, Peter (1) Andrew-Wasylik, Tesca (2) Angell, G. Brent (1) Angermann, Jennifer (1) Anglin, Sue (2) Angstadt, Ira F. (1) Anidjar, A. J. (1) Animal experimentation (2) An-Na'im, Abdullah Ahmed (1) Annear, Gord (1) Annett, James W. (2) Anniversaries (44) Anniversary Celebrations (2) Anthony, Susan B. (1) Antiques (1) Antisemitism (1) Apollon, Hollweg (1) Appleby, Norman (1) Apresyan, Reuben (1) Aprons (1) Arabski, Tracy (1) Arai, Bruce (6) Arbour, Louise (2) Arbuckle, John (2) Archaeological sites (53) Archaeology (26) Archer, Reed (2) Archery (1) Archibald, Jane (2) Architects (4) Architectural models (12) Archives (7) Ardiel, Laura Georgina (1) Arenas (7) Arenas - Fees (1) Armbruster, Doreen (2) Armenian, Raffi (1) Armitage, Howard M.

LAURIER Library

Search (Advanced) >> Results **Search:** Go

We found 1 matching items.
Geographic Location: Himalayas **Sort by:** Relevance

Page 1 of 1



Kenneth Hewitt in the Himalayas

Between 1976 and 1984 Colour slide of Kenneth Hewitt, professor of geography at Wilfrid Laurier University, in the Himalayas. He is using equipment to conduct research. There is snow on the ground, and mountains in the background. Wilfrid Laurier University is located in Waterloo, Ontario. It began in 1911 as the...

Search within these results:

Go

Sort

Ordered by: Relevance

- Oldest date (to newest)
- Newest date (to oldest)

Media Types

Image (1)

Contributors

Wilfrid Laurier University Library (1)

Years

1980s 1980 1981 1982 1983 1984 1985 1986 1987 1988 1989

Geographic data: The Battle of Queenston Heights October 13th 1813. By Thomas Sutherland

Update Location

Public Display? Help

(•) Yes ( ) No

Geographic Location Help

(•) Queenston Heights, Ontario, Canada
( ) n/a

Constraints: Ontario, Canada

nia

Champ de tir et champ de manoeuvre Niagara-on-the-Lake, Ontario, Canada (military base: 43.25592, -79.09537) ID: 5919645
Chutes Niagara, Ontario, Canada (overfalls: 43.08342, -79.06627) ID: 5922561
Lake Niapenco, Ontario, Canada (lake: 43.10431, -79.84993) ID: 6048541
Niagara, Ontario, Canada (administrative division: 43.00012, -79.24958) ID: 6087883

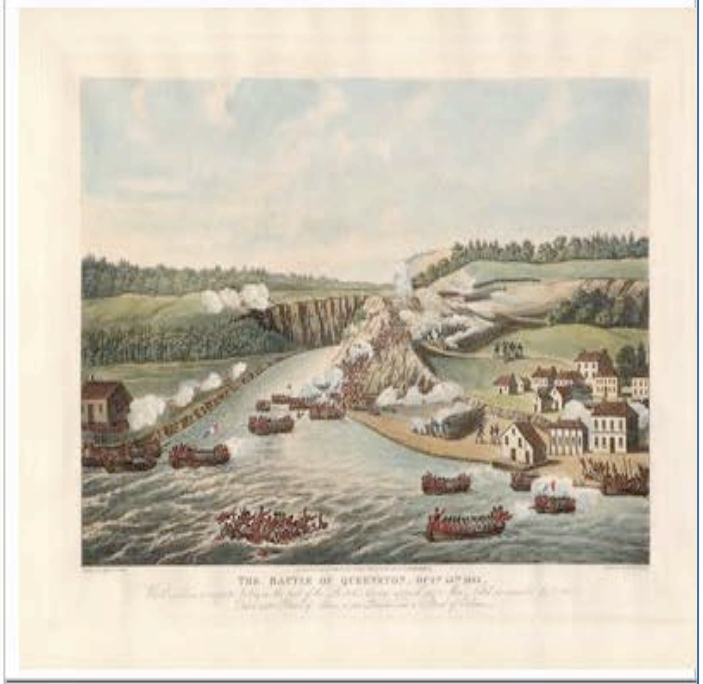
or scroll down the

( ) Temporary constraint (just for this session)
( ) n/a (clear all)

Latitude & Longitude Help

43.15012 Latitude
-79.04957 Longitude
10 Zoom Level

Update Location



Battle of Queenston Heights

No Comments

Groups of Related Records

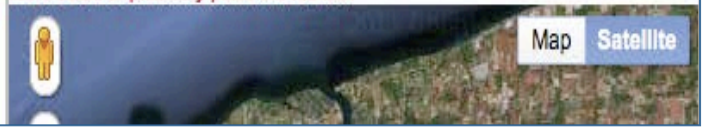
1812 History

RiverBrink Art Museum

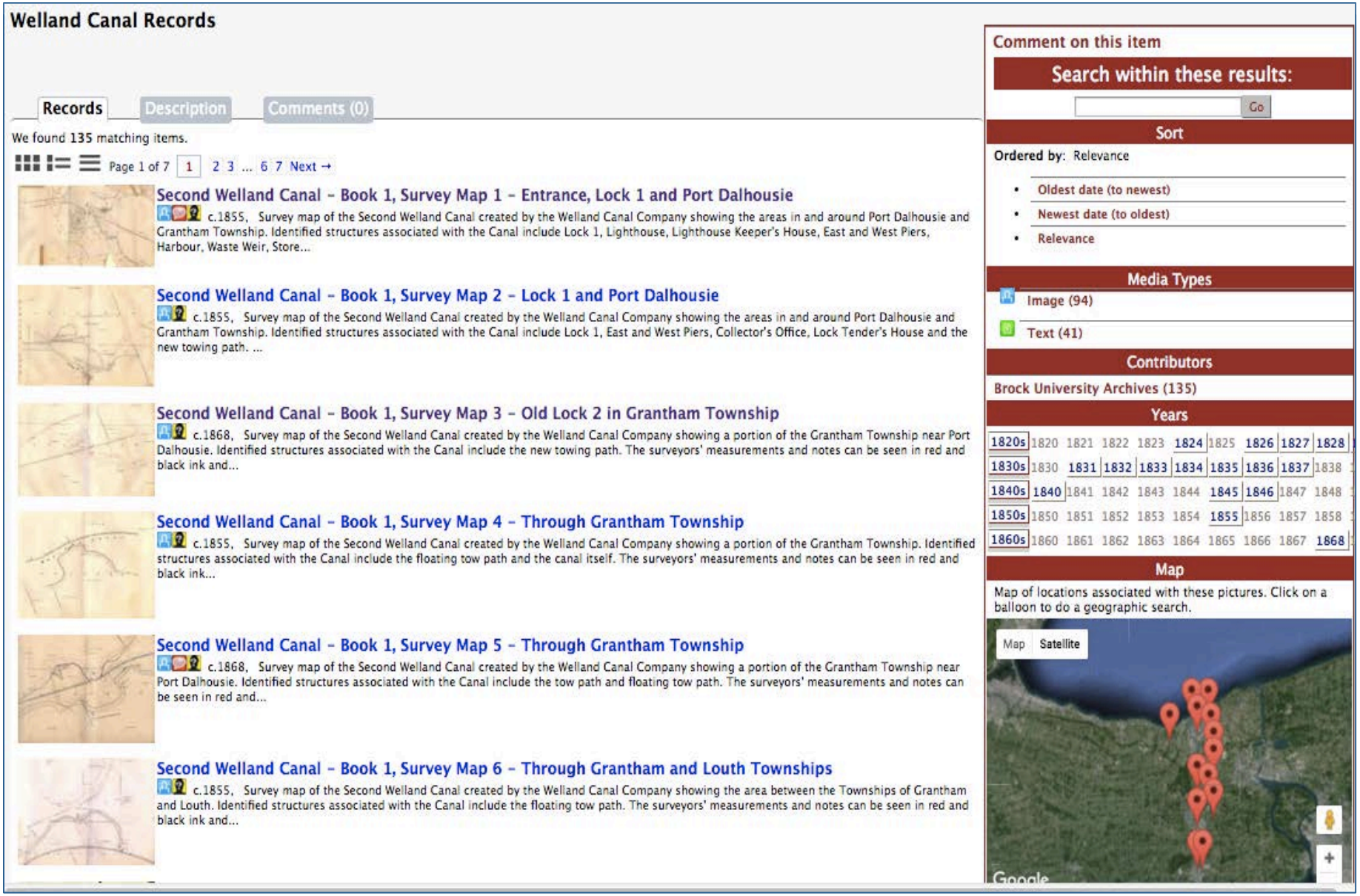
Other Web sites

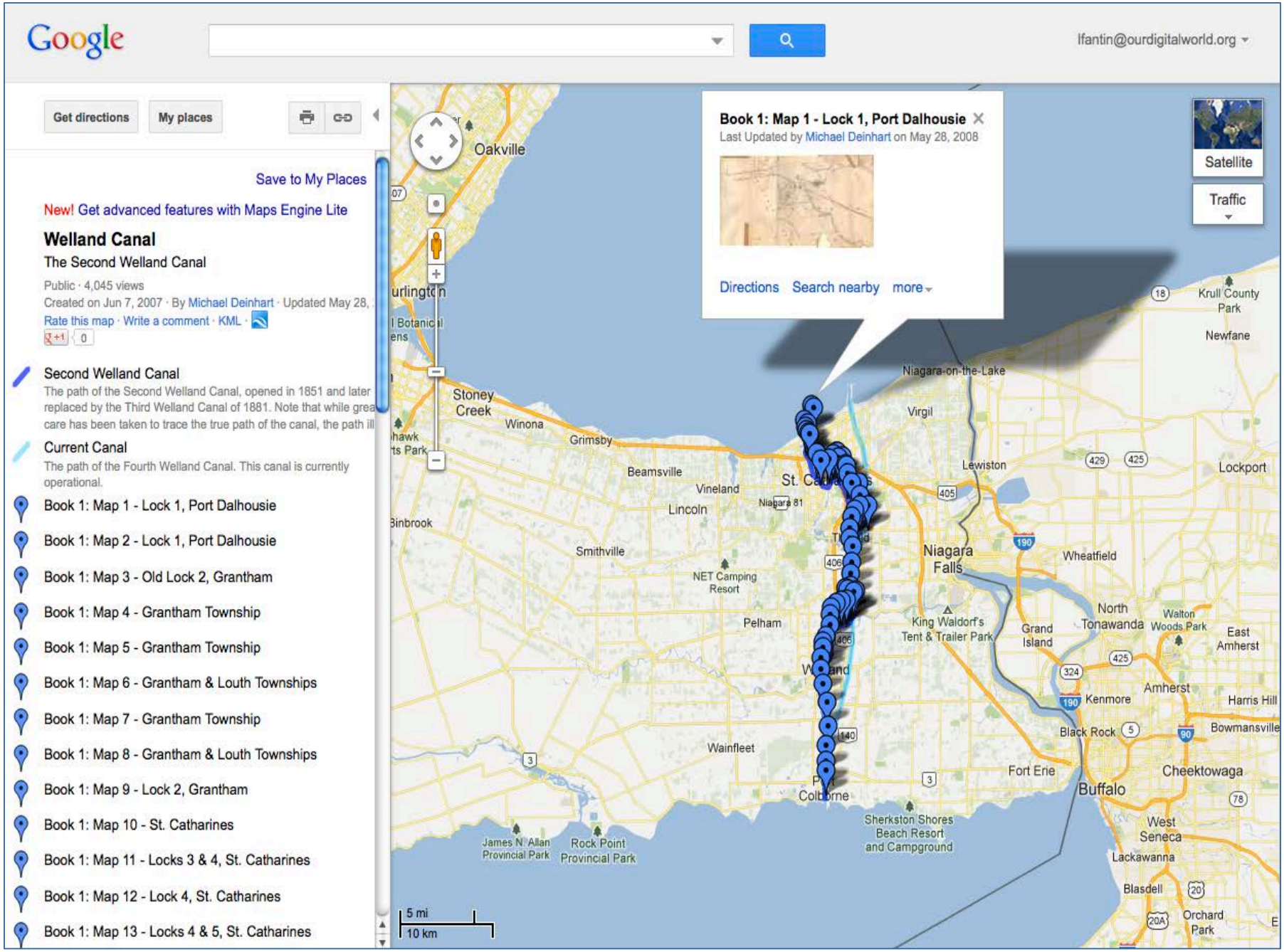
RiverBrink Art Museum

Click on the marker and drag it to the appropriate location. If that is currently off of this map, zoom out until you can see it, then move the marker. Zoom in for more detail to precisely place the marker.

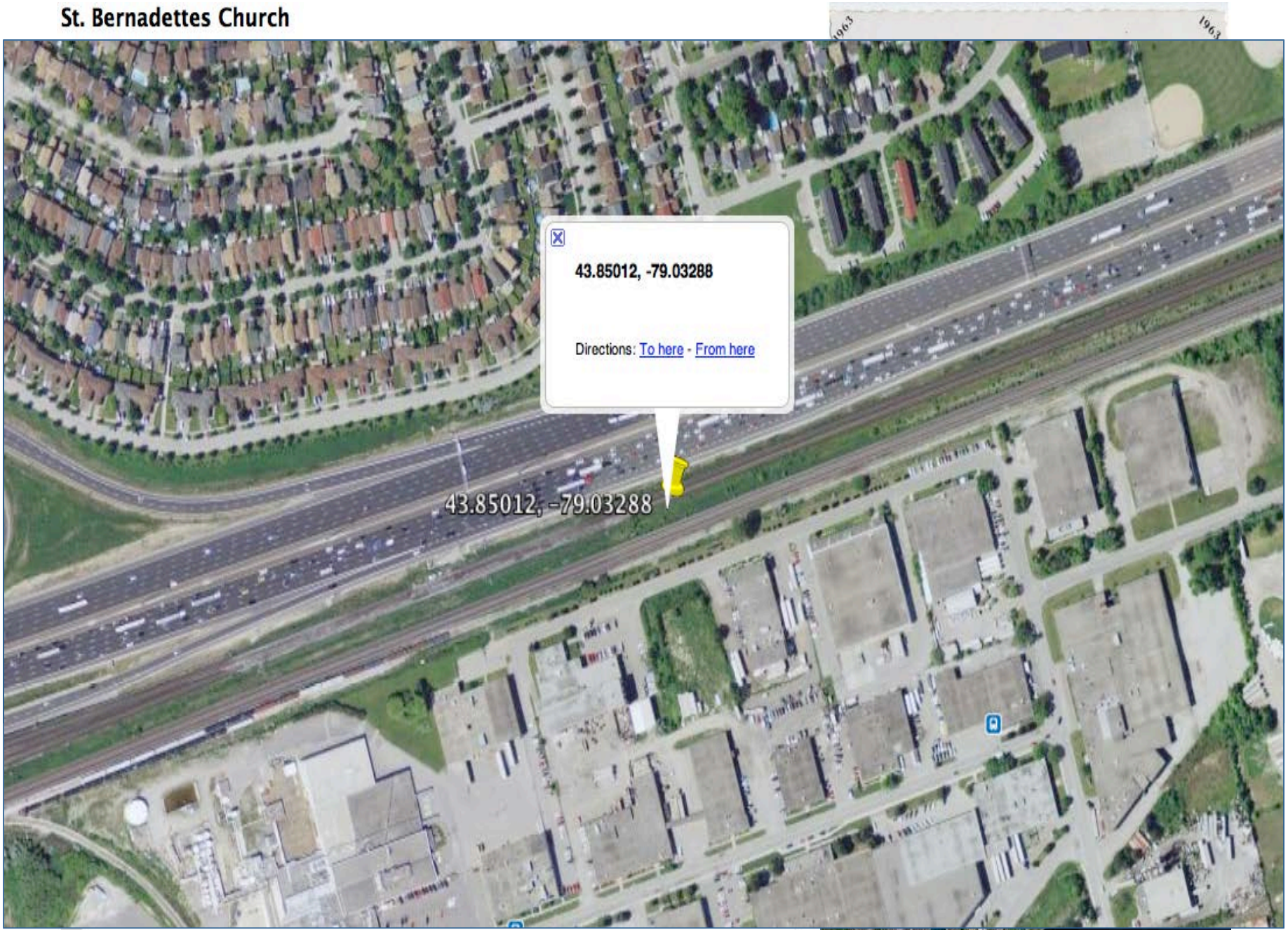


Geo metadata




Google
lfantin@ourdigitalworld.org
Get directions
My places
Save to My Places
New! Get advanced features with Maps Engine Lite
Welland Canal
The Second Welland Canal
Public · 4,045 views
Created on Jun 7, 2007 · By Michael Deinhart · Updated May 28,
Rate this map · Write a comment · KML ·
Second Welland Canal
The path of the Second Welland Canal, opened in 1851 and later replaced by the Third Welland Canal of 1881. Note that while grea care has been taken to trace the true path of the canal, the path ill
Current Canal
The path of the Fourth Welland Canal. This canal is currently operational.
Book 1: Map 1 - Lock 1, Port Dalhousie
Book 1: Map 2 - Lock 1, Port Dalhousie
Book 1: Map 3 - Old Lock 2, Grantham
Book 1: Map 4 - Grantham Township
Book 1: Map 5 - Grantham Township
Book 1: Map 6 - Grantham & Louth Townships
Book 1: Map 7 - Grantham Township
Book 1: Map 8 - Grantham & Louth Townships
Book 1: Map 9 - Lock 2, Grantham
Book 1: Map 10 - St. Catharines
Book 1: Map 11 - Locks 3 & 4, St. Catharines
Book 1: Map 12 - Lock 4, St. Catharines
Book 1: Map 13 - Locks 4 & 5, St. Catharines
Book 1: Map 1 - Lock 1, Port Dalhousie
Last Updated by Michael Deinhart on May 28, 2008
Directions
Search nearby
more
Satellite
Traffic
Oakville
Stoney Creek
Winona
Grimsby
Beamsville
Vineland
Lincoln
Smithville
NET Camping Resort
Pelham
Wainfleet
James N. Allan Provincial Park
Rock Point Provincial Park
Sherkston Shores Beach Resort and Campground
Niagara-on-the-Lake
Virgil
Lewiston
Niagara Falls
Wheatfield
King Waldorf's Tent & Trailer Park
Grand Island
North Tonawanda
Walton Woods Park
East Amherst
Amherst
Kenmore
Harris Hill
Black Rock
Bowmansville
Fort Erie
Buffalo
Cheektowaga
West Seneca
Lackawanna
Blasdell
Orchard Park
Krull County Park
Newfane
Lockport
5 mi
10 km

St. Bernadettes Church



Metadata Principle 1

Good metadata conforms to community standards in a way that is appropriate to the materials in the collection, users of the collection, and current and potential future uses of the collection.

A Framework of Guidance for Building Good Digital Collections
http://www.niso.org/publications/rp/framework3.pdf

Metadata capture

- Capture as much data as you can at the moment
- Adhere to standards
- Use a template or form
- Enrich the metadata being captured



QUESTIONS?



STORAGE

Storing your digital materials

- Master file vs. web/derivatives
- Hosting does not equal storage
- Storage options
  - Servers
  - External hard drives
  - DVD
- Storage policy & material life-cycles
- LOCKSS

EVALUATE & REVISE DOCUMENTATION

Evaluate

- Regular internal reports
- Tracking documents help measure productivity and workflow processes
- Evaluate and integrate into next project cycle



Figure 1 – Traditional Planning Focus
(Adapted the from PMBOK Guide)

Document & Evaluation

- Review & revise
  - Standards & best practices policies
  - Metadata Application Profile
  - What's missing?

- Interim & final reports
  - Progress measurement
  - Changes & decision points
  - Achievements

QUESTIONS?

Please add to: http://bit.ly/1RiDOdW

Act locally, think globally





Thank You!

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