

Exercise #3 Digitization Project Management

Workflow and Teamwork

Consider this checklist for implementing a digitization project with CONTENTdm (Assume steps #1-6 have been accomplished through the collaborative management of the LHDRP.)

- After each step 7- 17 put the name of the project team or individual to whom you will assign the task.

CONTENTdm Projects

1. Choose key collection from ordered priorities, e.g. user need, collection need, project feasibility, program sustenance.
2. Choose a sample of materials in diverse formats. Describe sample of materials at the item and collection level.
3. Consider the need for controlled vocabularies and create or import as necessary.
4. Decide on minimum metadata elements for description, administration, and structure.
5. Decide structural and administrative conventions regarding compound objects, file-naming, and volume management scheme for archives.
6. Write specifications for digitization and archiving (file-formats, etc.).

Local Library Actions

7. Locate materials; assess condition; inventory.

Assigned to: _____

8. Tend to conservation and intellectual property concerns; treat for preservation according to format and standard practices.

Assigned to: _____

9. Research and document release and restrictions concerning digital display.

Assigned to: _____

- OVER -

Implementation Actions

10. Create collections and configure metadata templates and controlled vocabularies.

Assigned to: _____

11. Test capture, storage and backup routines for all formats.

Assigned to: _____

12. Test the build process for collections.

Assigned to: _____

13. Train staff to build varied types of objects.

Assigned to: _____

14. Test default search and browse screens.

Assigned to: _____

Usability Test Actions

15. Organize typical user group tests and report problems.

Assigned to: _____

16. Adjust collection field configurations, metadata choices and customize help screens as necessary.

Assigned to: _____

17. Test metadata and display for usability by diverse set of users from primary and secondary user groups.

Assigned to: _____

Group discussion

- Discuss each task in your small group; does everyone have the same understanding of what the tasks entail?
- Discuss the difficulty of assigning resources to these tasks.
- Define success for each project and for the whole. Note three criteria that you will use to test for usability or “success.”
- With your shared audiences in mind, what criteria can the group agree upon to determine whether or not materials are useful and accessible?