

Excerpt from LHDRP Manual

(From *Local History Digital Resources Project Manual*, Adrian Turner, California Digital Library, rev. July 16, 2005)

July 2005

- Review project documentation:
 - LHDRP website (<<http://www.cdlib.org/inside/projects/oac/lsta/>>) and relevant documentation
 - *LHDRP Project Handbook*
- Participate in project kickoff meeting
- Develop service plan, encompassing two activities from the following:
 - a community meeting
 - a pre-project survey and a post-project survey
 - a community scan
 - the establishment of an advisory group

August 2005

- Participate in CSL/CDL-sponsored digitization project training program
- Select items for digitization; determine access and copyright status of those items
- Install CONTENTdm acquisition stations and collection template
- Develop service plan, encompassing two activities from the following:
 - a community meeting
 - a pre-project survey and a post-project survey
 - a community scan
 - the establishment of an advisory group

September 2005

- Select items for digitization; determine access and copyright status of those items
- Create metadata records for objects using CONTENTdm

October 2005

- Prepare and send items to digitization vendor based on weekly schedule; receive and quality control check deliverables from vendor
- Create metadata records for objects using CONTENTdm.
- Upload a sample set of 15-20 metadata records from your acquisition station to the CONTENTdm server, and send an e-mail notification to CDL at <cdl-dig-ingest-1@listserv.ucop.edu>, indicating that the records are ready for a technical assessment. For specific instructions on CONTENTdm uploading functions, refer to Exercise 5, "Upload items to the pending queue" in your CONTENTdm training materials. CDL staff will consult with you to troubleshoot and resolve any issues with the samples.
- First quarterly narrative report due to CSL
- Participate in quarterly LHDRP conference call

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November-December 2005

- Prepare and send items to digitization vendor based on weekly schedule; receive and quality control check deliverables from vendor.
- Create metadata records for objects using CONTENTdm.

January 2006

- Prepare and send items to digitization vendor based on weekly schedule (to be determined); receive and quality control check deliverables from vendor.
- Create metadata records for objects using CONTENTdm.
- Second quarterly narrative report due to CSL
- Participate in quarterly LHDRP conference call

February-March 2006

- Prepare and send items to digitization vendor based on weekly schedule (to be determined); receive and quality control check deliverables from vendor.
- Create metadata records for objects using CONTENTdm.
- Conduct quality control review of metadata records for objects and revise, if necessary.

April 2006

- Third quarterly narrative report due to CSL
- Participate in quarterly LHDRP conference call
- Participate in CSL/CDL-sponsored digitization project training program
- Complete collection descriptions

May-June 2006

- Send complete digital asset submission package to CDL

July 2006

- Final narrative report due to CSL
- Project evaluation forms due to CSL/CDL