Unified SC-TS
Digitization Workflow

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SC and TS Unified Digitization Workflow

1. Condition: When the project is done in SC, SC will perform all steps in workflow and **FILL OUT PROJECT WORKFLOW SPREADSHEET** shared by both departments.

2. When TS does processing, workflow will be divided between the departments:
   1. SC selects collection and create planning requirement document
   2. TS do processing: scan collection, assign metadata, submit images/metadata to CDM, move Master images and Access folders to the H-Storage Shared networked drive
   3. SC performs website configuration and publishing steps.

*Both departments use the same SHARED DRIVES (workflow and storage) to create/store metadata and images and the same WORKFLOW SPREADSHEET to document the project.*
Steps in the Shared Project Workflow

1. Selection for digitization – done by SC (Curator)
2. Planning requirements – done by SC (Mary, Jeremy)
3. Scanning – done by TS (Susan, her students, TS staff reviewers)
4. Metadata – done by TS (Lizzy, TS metadata specialists)
5. Submission to CDM – done by TS (Lizzy)
6. Move of Images and Metadata to a networked storage drive
7. Website configuration – done by SC (Mary, Jeremy)
8. Publishing – done by SC (Curator, Mary, Jeremy)
9. Promotion -- done by Curator or TBD
I-II. Planning Pre-Project Step in SC

1. Curator selects collection for digitization

2. Curator decides who coordinates the project (Mary or Jeremy)

3. SC coordinator of the project (Mary or Jeremy):
   1. create a folder on shared workflow digitization drive (TS J-drive);
   2. name this folder by collection number and title (e.g. wsu_ms72-05_World_War_I_Pamphlets)
   3. create collection planning (pre-project) spreadsheet (SC will work on revision of a Lorraine’s pre-planning document and present the revised version at the meeting)
   4. Store planning (pre-project) spreadsheet in the collection folder on a shared drive [TS or SC will use this document in scanning/metadata operations]
III. Scanning Step in TS or SC

1. SC deliver boxes to TS (Susan’s Office) – **skip this step if SC do the project**

2. **Susan** fills out **Scanning Section of Digitization_Project Workflow_Statistics_TS-SC spreadsheet on J-Drive**:

   - FY – No - TS Received from SC (number, title of the collection, number of boxes) – DateReceived – Box number – Scanned by – tiff/jpg (no. of images) – DateScanned – TS Reviewed By – DateReviewed – Boxes moved for Cataloging – **SC is still responsible for this step if they do scanning**

**MASTER and ACCESS IMAGES COMPLETED & REVIEWED. IMAGES UPLOADED ON SHARED DRIVE. BOXES MOVED TO LIZZY**
IV. Metadata creation in TS or SC

1. **Lizzy** received collection, decide on metadata, and distribute the work to TS metadata staff for processing

2. **Lizzy** fills out **Metadata Section of Digitization_Project Workflow_Statistics_TS-SC spreadsheet on J-Drive**: Cataloged by – Date cataloged – Metadata reviewed date – Boxes returned to SC [if processing done by SC, the shared statistics worksheet still needs to be completed by SC]

**METADATA IS COMPLETED AND REVIEWED. ACCESS FOLDERS (metadata and jpgs) CREATED AND UPLOADED ON SHARED DRIVE**
V. Submission to CDM

1. **Lizzy** (or **SC staff** if the whole project is done in SC) creates collection in CDM and upload access folders (images and metadata) to the system.

2. **Lizzy** ((or **SC staff** if the whole project is done in SC) fills out Submission to CDM section of Digitization_Project Workflow_Statistics_TS-SC spreadsheet on J-Drive: Collection created by – Date created – Date upload of Access folders completed

**PROCESSING IS DONE. IMAGES and METADATA are on CDM**
VI. Preservation

- Master images and Access folders (Jpegs and metadata) move to a networked drive by Lizzy or assigned SC staff
- **Lizzy** ((or SC staff if the whole project is done in SC) fills out Submission to CDM section of Digitization_Project Workflow_Statistics_TS-SC spreadsheet on J-Drive: Master images & Access folders moved to storage by – Date moved

**TS PROCESSING IS DONE. PROJECT MOVED TO SC**
VII. Website Configuration

1. Mary and/or Jeremy create landing page in CDM, select image. & create introductory text

2. SC coordinator (Mary or Jeremy) fills out Website Configuration section of Digitization_Project Workflow_Statistics_TS-SC spreadsheet on J-Drive: landing page configured by – image selected by – text created by – date landing page completed

COLLECTION IS READY FOR FINAL REVIEW
VIII. Publishing

1. **Curator** reviews and approves the collection in CDM

2. *Optional step: Revision is done by responsible party if requested*

3. **SC coordinator** of the project (Mary or Jeremy) fill out Publishing Section of Digitization_Project Workflow_Statistics_TS-SC spreadsheet on J-Drive: final review of the project by – Date of final review – [Corrections requested – Date corrections done] – Date published

**PROJECT COMPLETED**
IX. PRESS RELEASE

- **Curator** (or TBD) writes press release and distribute it to the WSUL blog and WSUL social media pages

Thank you to Lizzy Walker, Mary Nelson, and Jeremy Zuni for collaboration in the development of this workflow.