

## Workflow for Acquired Digital Content at the UO Libraries

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The following chart and explanation provide a summary of the expected workflow for acquired digital content (licensed, purchased, or donated.) The workflow for UO-created digital content will vary. The order of steps listed below is approximate; it may be necessary to begin some steps earlier than indicated below.

There is overlap between the groups represented on this chart. For instance, Project Team members may be drawn from any of the other groups. X's indicate only that the group so marked is expected to play a significant role in that aspect of a project. The absence of an X in a cell does not necessarily mean that the group in that column is excluded from participation in a particular aspect of a project.

Project Teams may be led by any stakeholder. It is expected that membership will consist of the subject specialist(s) and members of appropriate units acquiring and making the content available. Some Project Team members may play a small role for a short period of time while others may work on the project for its duration. It is not unusual for project teams to be co-led, by someone with technical expertise and by someone with curatorial collection expertise.

1. **Identify content:** Subject specialists identify appropriate content
2. **Request acquisition:** Subject specialists make a request using the Electronic Resources Request form (or some modified version of it) at:  
<http://libweb.uoregon.edu/colldev/electronicrequest.html>
3. **Discuss delivery and/or display options:** Subject specialists and the Digital Content Coordinators discuss the needs and the options for delivering the collection to the users.
4. **Negotiate license, etc.:** CDA and Media Services work out licensing agreements, deeds, and conditions of acquisition for different types of materials.
5. **Document license, etc.:** CDA and Media Services document whatever agreements are entered into for acquiring digital content created outside of the libraries.
6. **Acquire content:** CDA and Media Services arrange to order or otherwise acquire digital content created outside of the libraries.
7. **Review content to verify correct receipt:** CDA and Media Services staff initially review content to see if it seems to match what we negotiated for (i.e., did we get the expected number of files in the expected format?)
8. **Supply digital rights information:** CDA and Media Services indicate the form and content of digital rights information to be recorded with the collection.
9. **Document receipt for audit trail:** CDA and Media Services .
10. **Run fixity check:** Systems staff run a fixity check on the source files to verify file integrity and serve as benchmark for later preservation efforts.
11. **Recommend project team:** The DCC discusses and recommends project team.
12. **Review content and establish directory structure:** The project team and Systems will need to review the digital files and establish the project's directory structure before files can be loaded into the MSU. It may also be necessary to review some metadata standards for the project in order to make the proper determinations.
13. **Load files into MSU:** Systems loads files into MSU
14. **Set up authorizations to project folders:** Systems sets up authorizations to folders for project team members

15. **Announce that files are ready for work:** Systems announces to the project leader and the diglib list that the files are ready for processing.
16. **Prioritize materials:** Project team prioritizes materials for public accessibility.
17. **Determine appropriate display or access file format:** Project team decides on the appropriate display or access file format for the materials.
18. **Decide on metadata standards:** This is typically a joint effort of the subject specialist, MDLS, Media Services, and the project team. The specific groups involved will vary from project to project. Discussions on metadata may need to start much earlier in the process, as they can affect the way in which content is loaded into the MSU.
19. **Load materials into delivery system:** Materials are loaded into the pre-determined delivery system. This is a preliminary load that may not be publicly accessible. This work will be done by different units, depending on the delivery mechanism chose. For instance, collections destined for CONTENTdm will be loaded in by MDLS; collections destined for Virage will be loaded in by Media Services.
20. **Supply technical metadata:** Technical and administrative metadata will be supplied. At the moment, the most likely groups to supply this category of metadata will be MDLS and Media Services or other staff trained by them or under their coordination.
21. **Supply descriptive metadata:** The specific standards will be worked out with the project team and team members from different departments may supply the descriptive metadata. At the moment, the most likely groups to supply this category of metadata will be MDLS and Media Services or other staff trained by them or under their coordination.
22. **Develop public interface:** Public interfaces are developed. The public interfaces include front pages, supporting contextual information, and search interfaces. These may also include feedback forms. While the general goal will be to present digital collections through a fairly standardized interface to make them widely accessible to the library's users, it is recognized that there will be some customization. The model also supports supplemental public interfaces that may be highly customized to serve a very specific target audience or need. The project team will decide on the responsible parties for each segment.
23. **Determine appropriate preservation strategy:** The project team, in consultation with the DCC, will decide on the appropriate preservation strategy for the materials.
24. **Coordinate PR:** Subject specialist and the project team coordinates PR of the collection, including decisions about traditional cataloging of the collection.
25. **Conduct review and evaluation of collection:** Everyone conducts a review and evaluation of the collection.
26. **Document process:** Everyone has responsibility for documenting the sections of the process for which they are responsible and for sharing that documentation widely.
27. **Conduct review of the process:** Everyone involved in a project will review the success of the process, identify problem areas, and suggest modifications for future projects.



17	Determine appropriate display or access file format							X	
18	Decide on metadata standards and needs	X				X	X	X	
19	Load materials into delivery system				X	X	X	X	
20	Supply technical metadata					X	X	X	
21	Supply descriptive metadata					X	X	X	
22	Develop public interface, including contextual information and search screens	X				X	X	X	X
23	Determine appropriate preservation strategy		X					X	
24	Coordinate PR	X						X	
25	Conduct review and evaluation of collection	X	X	X	X	X	X	X	X
26	Document process	X	X	X	X	X	X	X	X
27	Conduct review of process	X	X	X	X	X	X	X	X