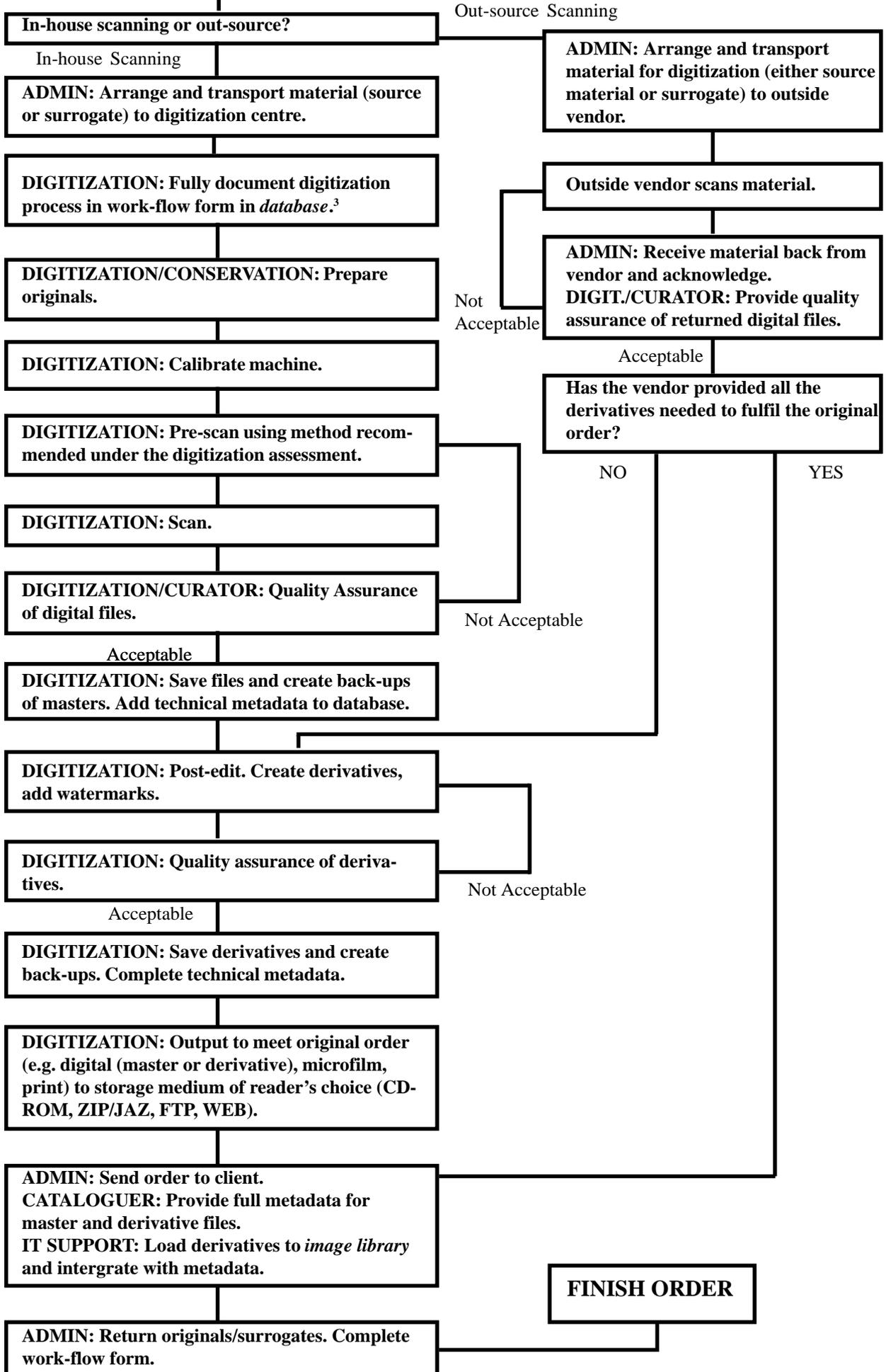


On-Demand Digitization Workflow
 Stuart D. Lee



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NOTES

1. The digitization centre should set up and maintain two database systems (but they should be interoperable). The first is the public database. This should contain thumbnails, and possibly access level files (depending upon marketing strategy) and appropriate metadata. This could be consulted by the Reader prior to making their initial request, and by ADMIN to find existing digital surrogates. In addition the centre should establish and maintain a database which contains the full-workflows, and decisions taken relating to each item digitized. This should contain details entered by ADMIN, technical metadata entered by the DIGITIZATION team, and full reference metadata entered by the cataloguer. It is possible to design this as one database system with only part of it being publicly visible.

2. Readers should be able to request images, and pay for them on-line. Ordering should be automated as much as possible. As soon as costs are calculated the reader should be notified to see if they wish to proceed with the order. In addition they should be given an estimate of how long the order will take to process.

This workflow has been designed solely for an On-Demand Digitization Service that is entirely reactive and is not dealing with major projects. It should be noted that the 'Digitization Centre' may well have satellite locations, to cope with material that can not be moved. Identified components of the service are:

ADMIN (including management): receive orders, check existing records and holdings (digital and non-digital), arrange for surrogates to be taken, arrange for transportation of source material or surrogates, issue invoices, receive and bank money, help in the digitization assessment stage by providing costings, dispatch orders, and provide overall liaison with reader and maintain workflow records.

CONSERVATION/CURATOR: provide expertise in terms of whether original request can be completed (or needs to be modified), help in the digitization assessment, help in preparing documents, advise on whether material can be transported securely, help in quality assurance.

DIGITIZATION (team): provide major input into the digitization assessment, (pre) scanning of source document or surrogate and post-editing, quality assurance, create back-ups, provide technical metadata, output to meet request.

CATALOGUER: assist in technical metadata, provide full reference metadata for each file.

IT SUPPORT: maintain hardware (scanning equipment, personal computers, and servers), maintain software (scanning and cataloguing), maintain all databases (ensure all files are mounted, integrated with metadata, and accessible).

It is recommended that to assist in the process outlined above the Centre should maintain (and constantly update) a costing sheet outlining unit costs of various digitization methods and of obtaining surrogates, a matrix of digitization methods, and a list of outside vendors for digitizing source material or surrogates (in consultation with HEDS).