(Proactive) Digitization Service Proposed Work-Flow
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ADMIN: Receive Project Proposal.
Before proceeding to 'Decision Matrix for
Proposed Digitization Projects', assess whether
a similar request been processed in the past
concentrating on the same items?
(Check full *database*)

Yes

Yes

ADMIN: Was the request
rejected (e.g. for conserva-
tion or technical reasons?)

ADMIN:
STOP
PROJECT.
Notify pro-
poser of
reasons for
rejecting
project.

No

No

ADMIN: Generate workflow form. Proceed to
'Decision Matrix for Proposed Digitization
Projects' including Digitization Assessment.

ADMIN: Rank project in order of prioritization
along with other proposals. Notify proposer of
ranking and cost.

Select project either through prioritization, or
through new grants. Notify Proposer.

ADMIN: If appropriate, issue invoice to project
proposer to cover full costs. Acknowledge receipt
of payment

ADMIN: Arrange for materials (original or
surrogate) to be transported to digitization
centre, or outside vendor and acknowledge
receipt. Rank items in terms of priority for
turnaround based on curatorial advice.

A

A

Is digitization taking place in-house or being out-sourced to a vendor?

Out-source

In-house

DIGITIZATION: Fully document digitization process in work-flow form in *database*.

Outside vendor scans material.

DIGITIZATION/CONSERVATION: Prepare originals.

Not Acceptable

ADMIN: Receive material back from vendor and acknowledge. DIGITIZATION/CURATOR: Provide quality assurance of returned digital files.

DIGITIZATION: Calibrate machine.

Acceptable

DIGITIZATION: Pre-scan using method recommended under the digitization assessment.

Has the vendor provided all the derivatives needed to fulfil the original order?

DIGITIZATION: Scan.

NO

YES

DIGITIZATION/CURATOR: Quality Assurance of digital files.

Not Acceptable

Acceptable

DIGITIZATION: Save files and create back-ups of masters. Add technical metadata to database.

DIGITIZATION: Post-edit. Create derivatives, add watermarks.

DIGITIZATION: Quality assurance of derivatives.

Not Acceptable

Acceptable

DIGITIZATION: Save derivatives and create back-ups. Complete technical metadata.

DIGITIZATION: Output to meet original project (e.g. digital (master or derivative), microfilm, print) to storage medium of project's choice (CD-ROM, ZIP/JAZ, FTP, WEB).

ADMIN: Return originals/surrogates. Complete work-flow form.

FINISH DIGITIZATION