Language Based Digitization

Start Process → Coordinator intakes proposal form → Digitization & Preservation Heads review form → Consult with Project Owner to review pre-project information they have gathered/ask questions about project → Reach out to Bibliographic Initiatives, copyright, digital preservation, and IT for review

Original inventory needed from project proposer

Digitization Head takes spreadsheet and generates a separate copy with info we need and adds in workflow process steps

Cataloger:

- Check MARC records
- Correct or enhance them if necessary
- Update call number in OCLC and on book streamer if necessary
- Mark streamers when work is complete

Network connection from Linux computer must be established and working, IT (Infrastructure?) needs to help establish this connection

Project Assistant route books to Bibliographic Initiatives cataloger with the language expertise ← Project Assistant write call numbers on work process streamers and place inside of each book ← Department Coordinator pages books to be sent to LTC ← Make project spreadsheet accessible to all project partners and Assistants ← Train Project Assistant on how to use project spreadsheet

Books are returned to Department Coordinator → Project Assistants update call numbers in project spreadsheet as needed → Digitization Head filters bib numbers and page-progression data from project spreadsheet, exports a 2-column CSV encoded in UTF-8, emails CSV to Internet Archive so metadata records can be created from OSUL MARC records → Project Assistant prints Sierra bib records, writes the record number from the project spreadsheet on the paper, and places printout in each book → Digitization Head, Preservation Head, and Project Assistant review book condition, decide if books need repair or stabilization prior to scanning; determine appropriate scanning equipment for each book

Digitization Head routes books to LTC 131, 133, or THO 21 for digitization ← Labeling Assistants relabel books and route to Digitization Head ← Preservation Head routes books and/or boxes needing new labels to Labeling ← Preservation Assistants perform treatment of books. Boxes made if needed. Marks streamer to show Preservation treatment is complete ← Digi Head marks streamers if equipment other than a TableTop Scribe scanner will be used. Updates project spreadsheet ← Preservation Head writes treatments to be completed before digitization on streamers.

If books are not uploaded in 2 weeks:

- Department coordinator sends email with list of links to empty website for items indicating missing images on the website,
- Internet Archives uploads the images and sends department coordinator a response that they are now up

Digitization Assistants digitize books, quality check page images, and upload content to metadata records at Internet Archive; updates project spreadsheet with camera settings, number of pages, date of upload, and status of items → Digitization Head receives email messages from Internet Archive about any missing, focused, or incomplete images, and forwards them to Digitization Assistants → Digitization Assistants re-digitize any pages with problems and add content to the upload → Digitization Project Coordinator email Internet Archive about any issues with online content, including books that do not appear online within 2 weeks of upload → Digitization Assistant packs books in bins for return to STX or THO, updating Sierra records to show IN TRANSIT status; labels bins and moves to drop off point for transport → **End Process**