

**First Step:
Request for
digitization -
Patron
Request**

Email from
patron with
request

call from
patron
with
request

patron
walks in
and
requests

For a
particular
use

**First Step:
Request for
digitization -
Project
Proposal**

Donor/grant
money
received to
digitize
material

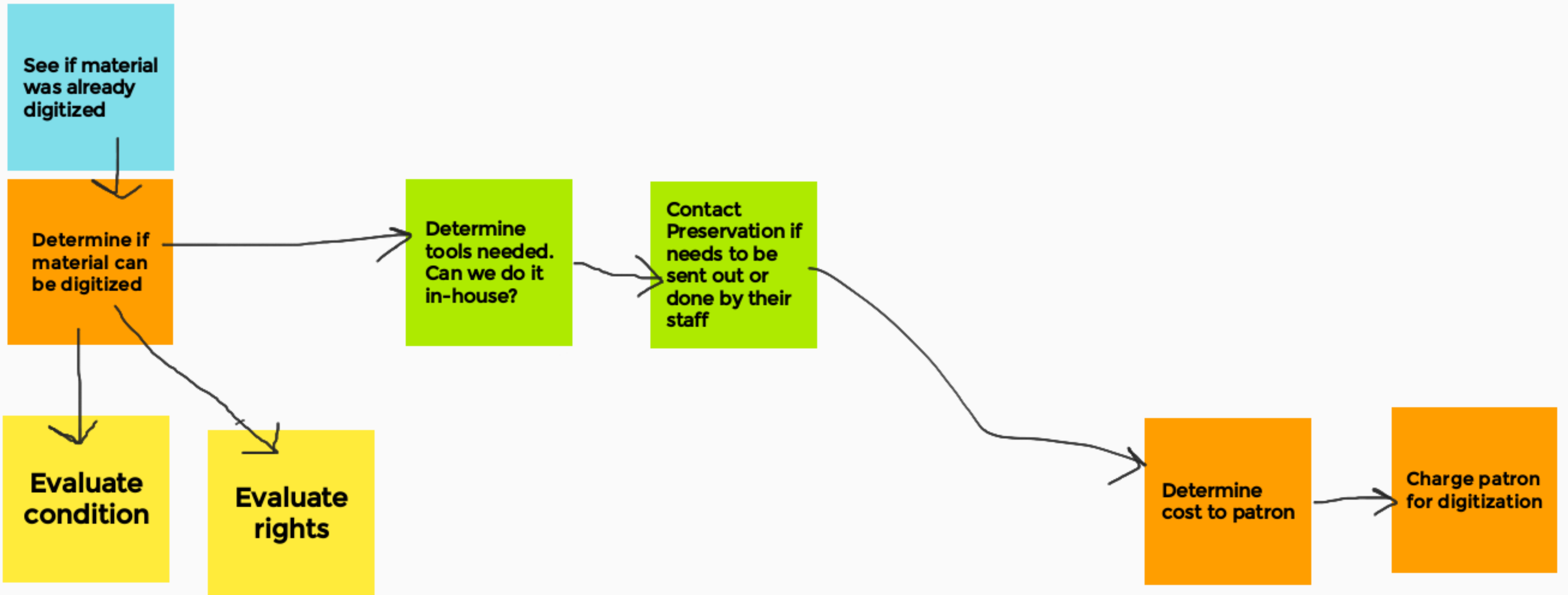
Archives staff
identify
collection that
would be nice
to have
digitized

Events or
anniversaries
coming up

figure out the
number of
pages that
need to be
digitized

Will be a
high-use case
and made
available to
the public

Step 2: Assess the original materials



Step 3: Prepping for digitization (in-house, Archives or Digitization team)

UA photo order only - Add info to the Photo order database and print info for the student to do the digitization

Archives staff tells students what to scan as PDF documents, using the multifunction device (photocopier)

Laura/Carly tell students what images to scan using photo scanner

Could also be done by OSUL Preservation and Reformatting

GAP - replacement for A/V digitizations program assistant

Fill out spreadsheet for Preservation if being sent out

create inventory / metadata (OCA)

Identify any preservation/conservation needs before scanning

Discussion with Amy/Miriam about material and if it should be done by their staff or go to vendor (depending on material)

pack up material for sending to Tech Center or vendor

Take to Tech Center

Step 3: Prepping for digitization - Vendor

For AV-Preservation handles this

Preservation is largely in charge of working with vendors.

**Step 4:
Digitize
Materials -
Internal**

PDF
photocopies

Scans at TIFF
or whatever
patron
requests

**Step 4:
Digitize
Materials -
Preservation &
Digitization**

**Scans
at TIFF**

**Step 4:
Digitize
Materials -
Vendor**

Scans at
whatever
depending on
format

Step 5: QC & Evaluation - Internal

Archives staff reviews scan made by student

Reformatting staff reviews scans made by their staff

Step 5: QC & Evaluation - P&D or Vendor

Reformatting gets digital files from vendor and conducts QC

**Step 6:
Delivery of
digitized
content**

Patrons sent
digital files
(via Box
usually)

**Student
moves
PDF files
to J drive**

Reformatting moves
digital files to K
drive and lets
Archives know they
are available

Vendor sends digital
files to
Reformatting;
Reformatting moves
files to K drive and
lets Archives know
they are available

Last Step: Storage of materials

Archives students
return
photos/manuscripts
back to stacks

Reformatting
returns
originals to
Archives

Digital files
stored
depending on
type

Material returned by
vendor to
Reformatting;
Reformatting
returns to Archives