Abstracting Project Activities to Create Generalizable Processes & Workflows

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LIBRARIES

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Observation:
Difficult to manage &
realize multiple one-
off projects.

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Issues:
1. lacking integration
2. not enough staff to support
3. annoying

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Solution:
Identify common
methods & build
processes/tools once.

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Abstracting Activities ➡ High-Level Processes:
A. Process Content
B. Describe Content
C. Store Content
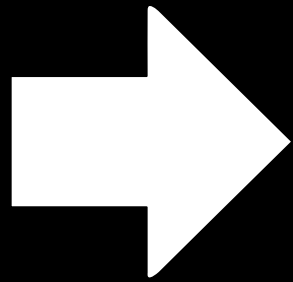
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A. Process Content

- Inventory items
- Identify objects
- Assess Condition
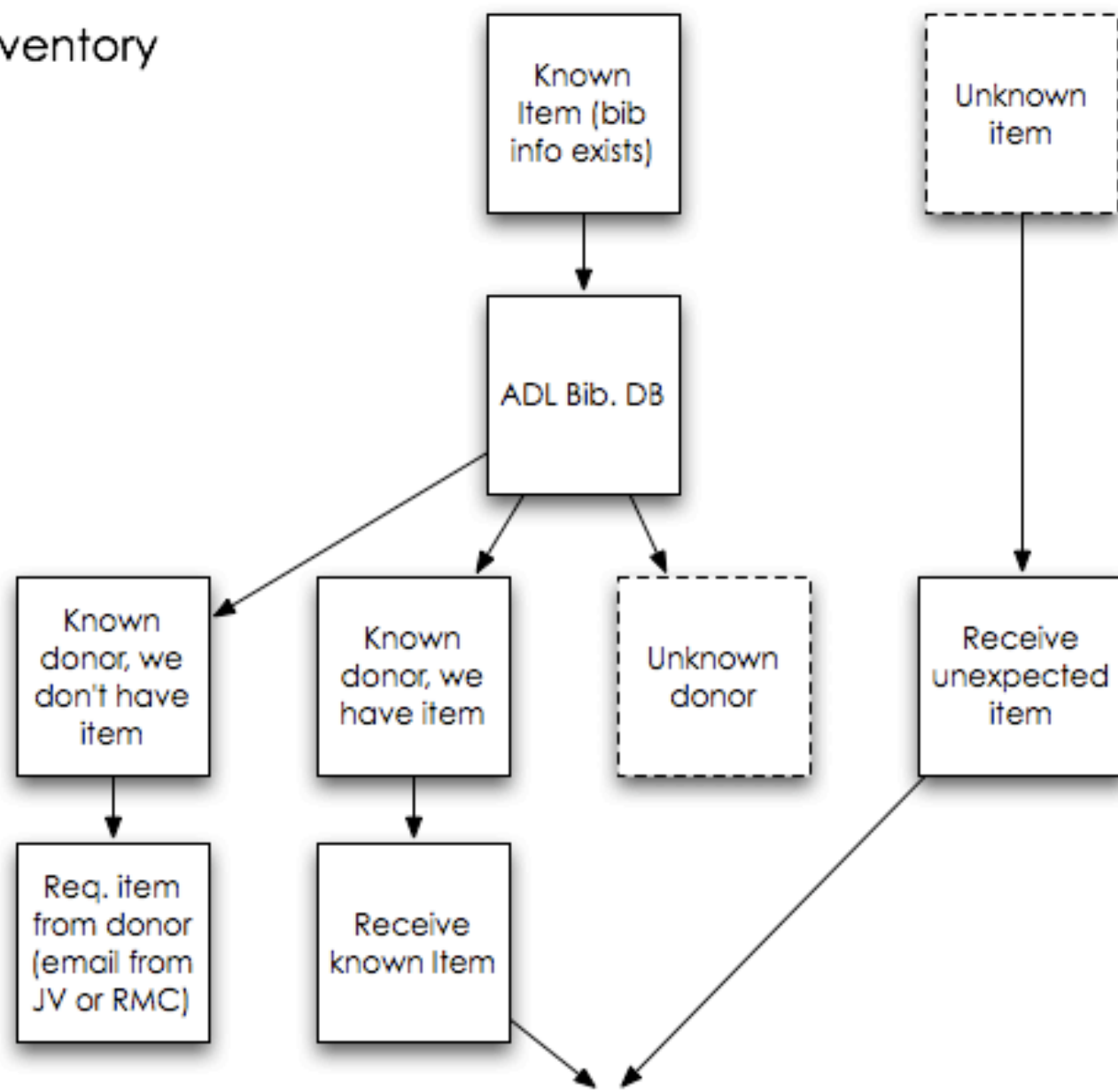- Photograph
- Verify Object Integrity
- etc.

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B. Describe Content

- Technical MD
- Object Condition
- Bibliographic MD
- Structural/Logical MD
- Rights
- Provenance

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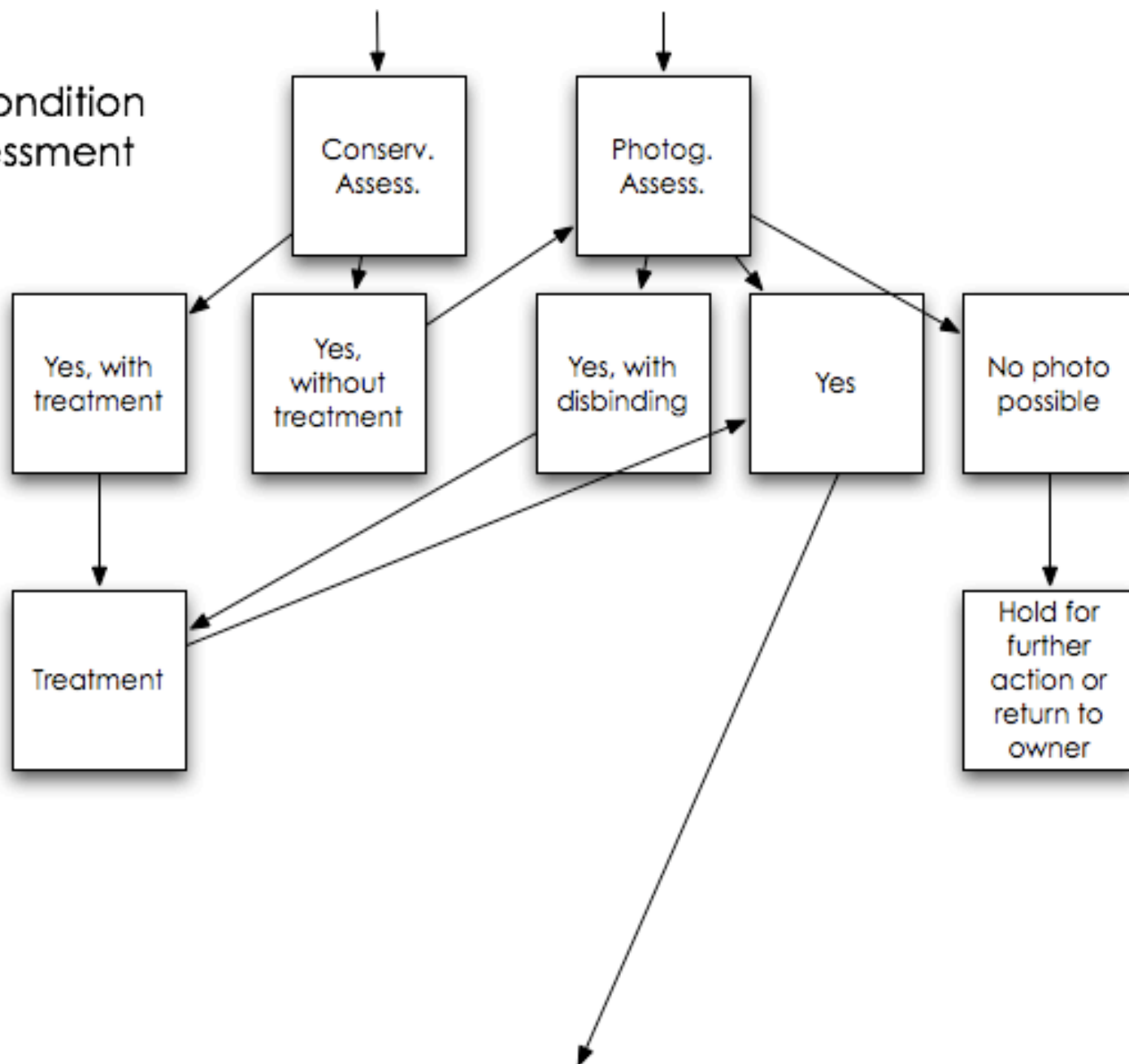DLF PM Group, Spring 2009

C. Store Content

- Prepare SIP
- Ingest SIP
- Monitor AIP
- Track changes
- Migrate

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Afghanistan Digital Library Workflow, v1

I. Inventory

Known Item (bib info exists)

Unknown item

ADL Bib. DB

Known donor, we don't have item

Known donor, we have item

Unknown donor

Receive unexpected item

Req. item from donor (email from JV or RMC)

Receive known Item

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Some Standard Tools / Methods We Want:

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- Item inventory and tracking process / tool

- Suite of QA tools (view, mark problems, notify people, etc.)

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- Bibliographic MD creation tool (not ILS cat module)

- Describe item's logical structure (vs. physical)

- Web publishing methods & tools

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Outcomes:
- Less overhead
- Ability to manage more projects at once.
- Happier stakeholders
- Happier staff

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Thank You

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