Workflow for Digital Commons: proof of concept pilot

- Identified digital assets: text, html, still images on UF servers

- Selected for inclusion in pilot?
  - YES
    - 1) Assigned for capture to recruiter
    - 2) Creator contacted to verify willingness to participate
  - NO
    - No further action

- Creator will participate?
  - YES
  - NO
    - Creator signs agreement?
      - YES
        - 1) Appointment set with creator
        - 2) Submittal procedures explained: Agreement, format restrictions, archiving, etc.
        - Creator signs agreement?
          - YES
            - 1) Recruiter completes metadata on web form with creator, verifies format, determines layer depth for html sites, determines ingest method for object, e.g., online capture or submittal as disparate file via email, CD, etc.
            - 2) Submits metadata and instructions for capture of digital object to Metadata/format coordinator
            - NO
              - Format decision

- Basic metadata acceptable?
  - YES
  - NO
    - 1) Catalogers review and enhance metadata, as needed
    - 2) Create URL
    - 3) Submit to databases
    - 4) Inform Coordinator of completion

- OCLC/ALEPH databases

- Recruiters: Vernon Kisling & Carl Van Ness
- Implementation team
- UF community members

- Implementation team
- NO
  - No further action

- Catalogers
- NO
  - Basic metadata review
  - Ingest object
  - Review object format

- Metadata/format coordinator: Cathy Mook
1) Determine archiving level for all acceptable objects
2) Deploy object to archives
3) Deploy object to appropriate server(s)
4) Record deployment in DLC tracking database

Metadata/format coordinator: Cathy Mook

Format acceptable?

Needs normalization?

NO, contact creator

Alternative format acceptable?

YES

NO

Able to normalize?

YES

NO

Needs normalization?

YES

NO

No further action possible

Format Normalizer: Suzy Covey