

Culture in Transit checklist

Check when done	Pre onsite work task	Person responsible
	Arrange initial phone call	
	Arrange site visit (if needed)	
	Send DPLA permission letter to project partner for signing	
	Confirm signed DPLA permission letter from project partner submitted to ESDN	
	Confirm dates for onsite work	
	Prep metadata spreadsheet	
	Liaise with project partner on copyright status of collection	
	Ask institution for official name of collection	
	Determine institution prefix for unique identifier for file naming purposes	
	Set up collection in DCMNY digital platform (stage)	
	Set up collection in DCMNY digital platform (production)	
	Add collection to DCMNY digital platform spreadsheet	
Check when done	Onsite work task	Person responsible
	Digitization and metadata creation	
	Upload test metadata and images to Dropbox & email colleagues notifying them testing can begin	
	Review test metadata and images, provide feedback	
	Liaise with contact person at institution re. metadata and copyright	
	QR of digitized images (1 in every 10)	
	Daily backup of images and metadata	
	Daily statistics tracking	
	Reconciliation of stats sheet to number of image files and metadata records	
Check when done	Post onsite work task	Person responsible
	Complete metadata & image editing (creation and editing of derivatives)	
	Upload master images and derivatives to Dropbox	
	Handover metadata spreadsheet and give final summary to colleagues	
	Copy images to flash drive & send to institution	
	Send institution 1st feedback form	
	Convert metadata into required format for DCMNY	
	Ingest metadata & images into DCMNY	
	Provide finalized metadata spreadsheet to Digitization Specialist	
	Quality review (metadata & image display) - troubleshoot if necessary	
	Create compound spreadsheet (if applicable)	

	Create compound objects in DCMNY digital platform (if applicable)	
	Collect and finalize collection information from project partner - collection description; preferred images for landing page and thumbnail and institutional logo	
	Resize collection images and logo for DCMNY	
	Upload all logo, image files and collection description information to Asana	
	Update collection info in DCMNY Collections spreadsheet	
	Create images for DCMNY About the Collection/landing page and collection browse/thumbnail in PS	
	Add thumbnail and short description to DCMNY collection record	
	Create About the Collection Page (unpublished); add image; logo, long description	
	Turn off XACML restrictions and run update; publish About Collection page; add to search within collections; add new collection to Featured collections; Clear cache	
	Send metadata spreadsheet to institution via email once finalized and ingested	
	Write blog about the institution and their collection	
	Send institution link to CIT blog once written	
	Draft announcement article/press release	
Check when done	Once collection is published on DCMNY	Person responsible
	Initial QR of collection by Digital Services staff	
	Send email to institution notifying them of publication & ask they undertake a QR of collection, notifying of any errors/changes to be made	
	Queue collection for inclusion in WorldCat Digital Gateway & DPLA	
	Promote collection on Twitter with DCMNY link	
	Announcement article/press release	
Check when done	Once collection is in DPLA	Person responsible
	Notify institution of collection inclusion in DPLA & provide link to collection	
	Promote collection on Twitter with DPLA link	
	Send institution final feedback form	