Digital Library Workflow: Activities

This table outlines the major stages and activities in the lifecycle of digital library development. The right hand column defines activities and factors for decision-making that takes place at each stage. Points highlighted in red relate to DLSTF recommendations for issues that require further exploration and action on a systemic level.

Selection/Acquisition	Selection usually done locally by subject expert in consultation with stakeholders (potential users); IP counsel; preservation, format and technology specialists; budget officers Acquisition may be accomplished UC-wide or by more than one campus/entity - Factors that determine selection may include: - Availability of funding and resources (technology, expertise, man hours) - Ownership of intellectual property rights - Expected audience/demand - Significance, content value - Information available about the content and the accuracy of the information - Preservation, remediation needs - Opportunity for innovation, R&D - Contracts, licenses, agreements need to be completed
Resource Commitment	- Needs to be considered at beginning of project May be made locally, by more than one entity/campus, or UC-wide - Identify project lead and project team members - If seeking grant funding, identify PIs, grant authors, collaborators and supporters - Includes establishing timeline, resource allocation, scope management
Creation/Conversion	- Determine objectives (such as formats/outputs) Guidelines and Best Practices of critical importance (Quality Assurance) - Methods and processes usually decided locally; work may be outsourced - Consultation/intervention by preservation, technology specialists may be required - Includes quality control
Description	Determine objectives (such as aggregations, search and discovery methods, preservation)

	o Minimum standards/guidelines of critical importance (Quality assurance) • Evaluate current/available metadata • Define identification, filenaming approach • Define scheme/template, "data dictionary" (usage), controlled vocabulary, etc. • Includes quality control • Considerations/limitations for where this activity is accomplished includes availability of subject, language and format expertise
Management	• Includes monitoring of project • Records and objects management: inventory, revision/updates • Explore possibility for campuses to share resources/tools
Local Discovery/Access	• Needs, method are decided locally; decision may impact earlier processes • May be grant requirement or not required at all
Network Discovery/Access	• Determine what is the broadest possible access and minimal access desired (Public/CDL? UC-wide? Campus? Other options?) • Submission of project to registry • Determine whether contents need to live in a place in order to enable network access (e.g. ARTstor) or if it is sufficient that metadata is harvested • Investigate, determine options (OAI?)
Preservation	• Establish requirements, retention policies • Need to investigate UC3 (CDL vs campus?) Need guidelines/best practices (assume these exist, just need to agree)
Assessment	• Monitor usage, fulfillment of needs • Includes "lessons learned" in terms of project, process improvement--to be shared/distributed to community • May trigger revision of guidelines, best practices