

Checklist for LSTA Project Coordinators

*These are general tasks applicable to most LSTA projects. For some projects, additional tasks may be necessary (e.g. audio and/or video projects, etc.)

**Multimedia refers to projects with image, audio, and/or video materials

- Sign and deliver Memo of Understanding (MOU) to UWDC
- (*Multimedia only*) Complete metadata by deadline/schedule outlined in MOU
- Deliver project materials to UWDC for reformatting (scanning). Other tasks:
 - Print-out of bibliographic record for each physical volume.
 - Email bibliographic records to your UWDC contact.
 - (*Multimedia only*) DC.Identifier from metadata record must be "attached" to each related physical object--a plain paper folder works well.
 - Copyright clearance for items not in the public domain.
 - See handout: "Shipping Materials to UWDC."
- Write "About" file
 - Scope and content note describing the collection (1 to 2 paragraphs)
 - Contact information including link(s) for participating institutions
 - Select an image that represents your collection (selected from the collection), to be included on your collection Web page
 - (*Multimedia only*) 3-5 subject searches to be included on your collection Web page:
 - **If you want a subject search "building," the term "building" must be a subject term in your records.
 - Select a representative image for each subject search.
- Receive notification from UWDC that collection is ready in 'test' mode and ready for content provider final review.
- Content provider final review
 - See handout: "Checking your Collection."
 - Send Email confirmation to UWDC that your collection is ready for public release.
- Materials returned to content provider from UWDC (project materials and CDs/digital images).
- Billing
- Promotion