

**UAB** THE UNIVERSITY OF  
ALABAMA AT BIRMINGHAM.

**UAB Libraries**

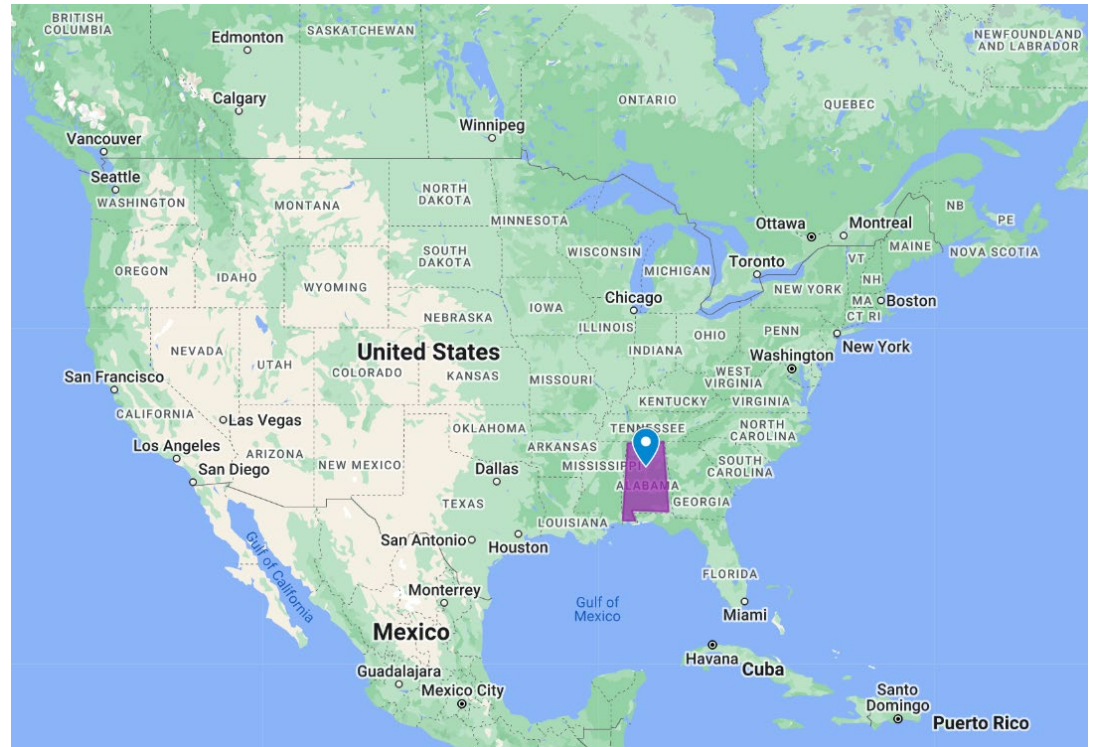
# Digital Preservation Workflows

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Digital Preservation Librarian

# About University of Alabama at Birmingham (UAB)

- Established in 1969
- Public research university with 22,000+ students
- Located in Birmingham, Alabama, United States
- One of the largest Academic Medical Centers in the United States.



# UAB Libraries – Digitization and Digital Preservation Department

- Formed in 2021 (previously the digital unit within cataloging)
- First team to focus on digital preservation at UAB Libraries
- Four full-time team members + Student Workers
- Digitize and preserve various content:
  - Historical collections
    - Print and A/V materials
  - University publications
    - Print and born digital
  - Faculty and student work
    - Theses and Dissertations
    - Publications

Head of DnD

Digital Imaging  
Manager

Digital  
Preservation  
Librarian

Digital Curation  
Librarian

# Digitized Print Materials Workflow

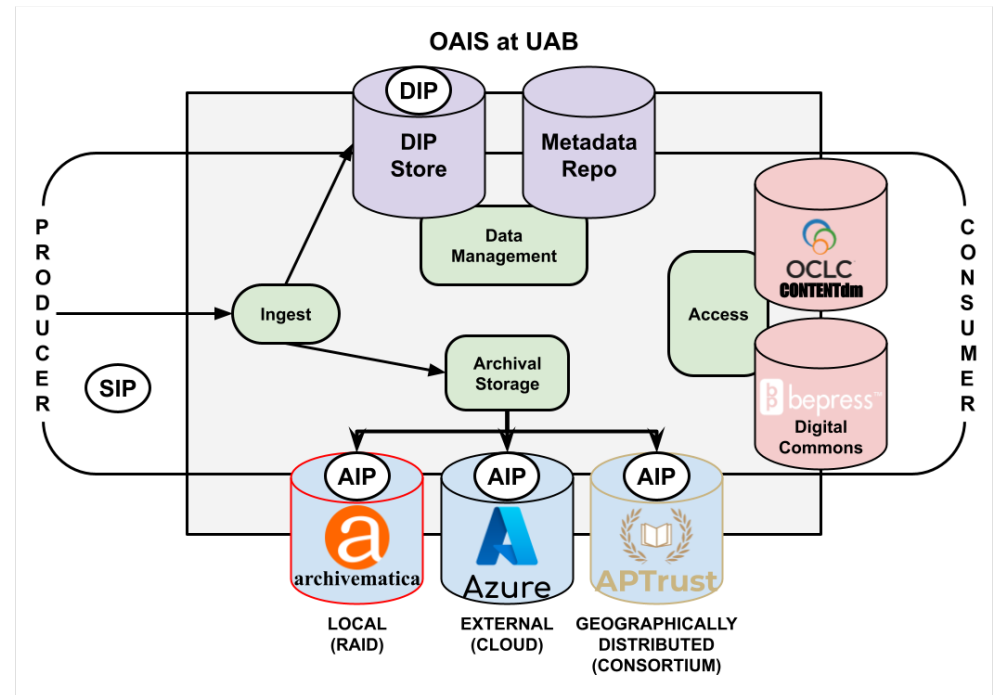
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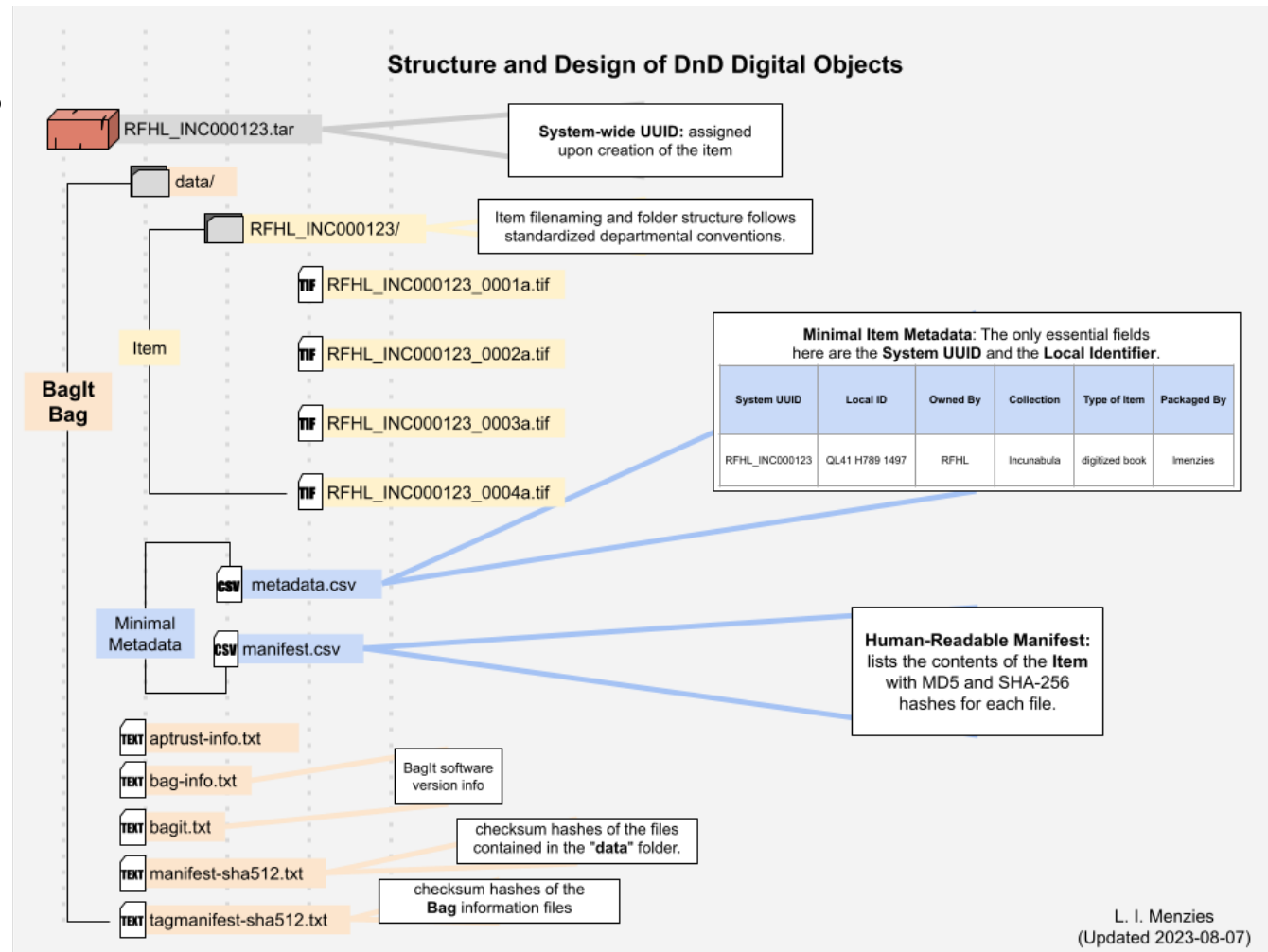
# Workflow Questions – Adapted from slides created by Luke Menzies

- How do we implement OAIS reference model?
  - Ingest most crucial step
  - AIP as the building block
  - Ensure process is well-documented, consistent, and standards-compliant



# Workflow Questions – Adapted from slides created by Luke Menzies

- How do we structure our AIPs?
  - Item vs. Collection
  - manifest.csv
  - metadata.csv
  - BagIt and Tar It



# Workflow Questions – Adapted from slides created by Luke Menzies

- How do we minimize risk?

Risk	"Rule"
Data loss during processing	Process objects on the <b>same machine</b> where they were created
Data loss and date-time metadata during transfer	For <b>physical</b> transfers, Tar/ Zip and run fixity checks on both sides
Something goes wrong when updating AIPs	Only store <b>minimal, immutable</b> metadata within AIPs
Something goes wrong during processing	Process in <b>batches</b> and keep automations <b>modular</b>
An imperfect AIP is stored which is not accessible or usable	Incorporate " <b>stop</b> " or " <b>slow down</b> " points in the workflow, with human eyes

# Step 1 - Imaging

- Digital Services Lab images object
  - Flatbed scanners + DT Atom
  - Generates tiffs for preservation master copies
  - Creates derivatives for access copies (not put into SIPs)
- Keeps track of imaging in shared processing log
  - Each object has its own line in a spreadsheet to track its lifecycle through the workflow
  - Processing log sections include:
    - Accessioning
    - Imaging
    - Preservation
    - DIPStore (storage for access master copies)




DT Atom is used to image rare / fragile materials not suitable for a flatbed scanner.

	L	M	N	O	P	Q	R	S	T	U	V	W
1	<b>IMAGING</b>											
2	DnD Object UUID	Accession Date	Accessioned By	Date Imaged	Imaged By	Adjustments and Q.C. By	System UUID	Local ID	Owned By	Collection	Type of Item	Packaged By
3	Accession Number	Date	By	Date	By	By	System UUID	Local ID	Owned By	Collection	Type of Item	Packaged By
4	RFHL_RAM000001	11/14/22	katnm	11/14/22	katnm	katnm	RFHL_RAM000001	RC445A13v.1942	Reynolds Finley Historical Library	Rare Alabama Medical Journals	serial	katnm
5	RFHL_RAM000002	11/21/22	katnm	11/21/22	katnm	katnm	RFHL_RAM000002	RC445A13v.1943	Reynolds Finley Historical Library	Rare Alabama Medical Journals	serial	katnm
6	RFHL_RAM000004	11/17/22	vvishnum	11/17/22	vvishnum	vvishnum	RFHL_RAM000004	RC445A13v.1945	Reynolds Finley Historical Library	Rare Alabama Medical Journals	serial	vvishnum
7	RFHL_RAM000005	11/17/22	vvishnum	11/17/22	vvishnum	vvishnum	RFHL_RAM000005	RC445A13v.1946	Reynolds Finley Historical Library	Rare Alabama Medical Journals	serial	vvishnum
8	RFHL_RAM000006	11/18/22	vvishnum	11/18/22	vvishnum	vvishnum	RFHL_RAM000006	RC445A13v.1947	Reynolds Finley Historical Library	Rare Alabama Medical Journals	serial	vvishnum
9	RFHL_RAM000007	11/18/22	vvishnum	11/18/22	vvishnum	vvishnum	RFHL_RAM000007	RC445A13v.1947	Reynolds Finley Historical Library	Rare Alabama Medical Journals	serial	vvishnum
10	RFHL_RAM000008	11/22/22	vvishnum	11/22/22	vvishnum	vvishnum	RFHL_RAM000008	RC445A13v.1944	Reynolds Finley Historical Library	Rare Alabama Medical Journals	serial	vvishnum
11	RFHL_RAM000009	11/30/22	katnm	11/30/22	katnm	katnm	RFHL_RAM000009	RC445A13v.1936	Reynolds Finley Historical Library	Rare Alabama Medical Journals	serial	katnm
12	RFHL_RAM000010	12/2/22	katnm	12/2/22	katnm	katnm	RFHL_RAM000010	RC445A13v.1937	Reynolds Finley Historical Library	Rare Alabama Medical Journals	serial	katnm
13	RFHL_RAM000011	12/5/22	katnm	12/5/22	katnm	katnm	RFHL_RAM000011	RC445A13v.1937	Reynolds Finley Historical Library	Rare Alabama Medical Journals	serial	katnm
14	RFHL_RAM000012	12/5/22	katnm	12/5/22	katnm	katnm	RFHL_RAM000012	RC445A13v.1938	Reynolds Finley Historical Library	Rare Alabama Medical Journals	serial	katnm
15	RFHL_RAM000013	12/8/22	vvishnum	12/8/22	vvishnum	vvishnum	RFHL_RAM000013	RC445A13v.1941	Reynolds Finley Historical Library	Rare Alabama Medical Journals	serial	vvishnum
16	RFHL_RAM000014	12/9/22	vvishnum	12/9/22	vvishnum	vvishnum	RFHL_RAM000014	RC445A13v.1940	Reynolds Finley Historical Library	Rare Alabama Medical Journals	serial	vvishnum
17	RFHL_RAM000015	12/14/22	katnm	12/14/22	katnm	katnm	RFHL_RAM000015	RC445A13v.1919	Reynolds Finley Historical Library	Rare Alabama Medical Journals	serial	katnm
18	RFHL_RAM000016	12/15/22	katnm	12/15/22	katnm	katnm	RFHL_RAM000016	RC445A13v.1920	Reynolds Finley Historical Library	Rare Alabama Medical Journals	serial	katnm
19	RFHL_RAM000017	12/15/22	vvishnum	12/15/22	vvishnum	vvishnum	RFHL_RAM000017	RC445A13v.1939	Reynolds Finley Historical Library	Rare Alabama Medical Journals	serial	vvishnum
20	RFHL_RAM000018	12/16/22	vvishnum	12/16/22	vvishnum	vvishnum	RFHL_RAM000018	RC445A13v.1922	Reynolds Finley Historical Library	Rare Alabama Medical Journals	serial	vvishnum
21	RFHL_RAM000019	12/19/22	vvishnum	12/19/22	vvishnum	vvishnum	RFHL_RAM000019	RC445A13v.1921	Reynolds Finley Historical Library	Rare Alabama Medical Journals	serial	vvishnum

## Part of the Imaging section of the Processing Log

# Step 2 – Generating SIPs

- DnDprepack.py
  - Generates minimal metadata csv that is loaded into the next script
  - User inputs local ID after CSV created



The screenshot shows a window titled "DnD Pre-Packer" with a dark green background. At the top, there is a light gray box containing the text "DnD Pre-Packer". Below this, there are several input fields and buttons:

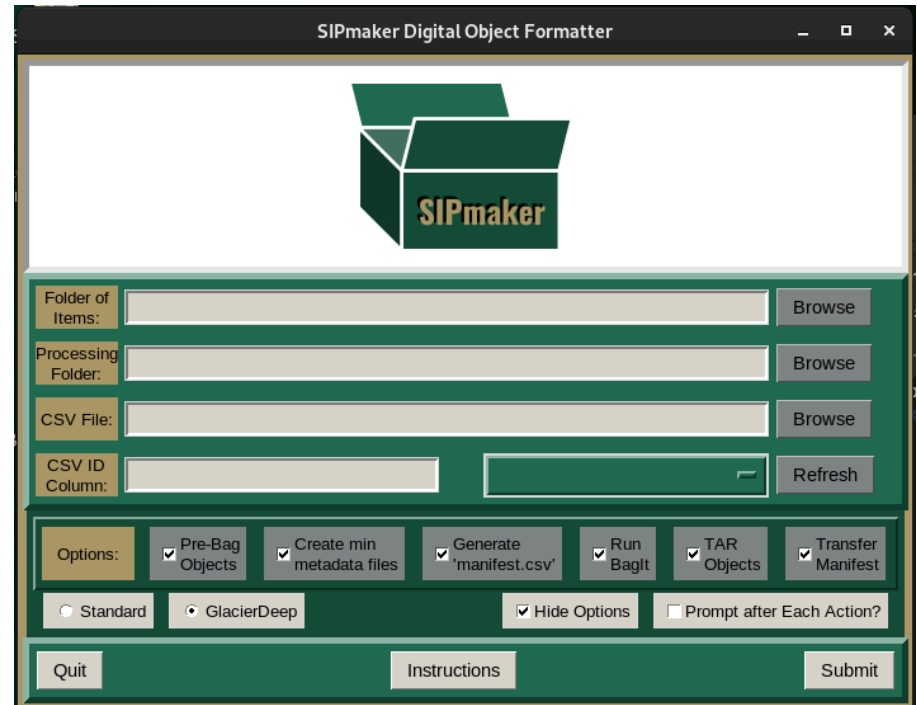
- "Output" Folder: A text input field with a "Browse" button to its right.
- "Processing" Folder: A text input field with a "Browse" button to its right.
- Responsible Org: A text input field.
- Collection Name: A text input field.
- ItemType: A text input field.
- Your BlazerID: A text input field.

At the bottom of the form, there are two checked checkboxes: "Collate Objects" and "Generate CSV Loader". At the very bottom, there are two buttons: "Quit" on the left and "Submit" on the right.

GUI for DnDprepack.py

# Step 2 – Generating SIPs

- SIPmaker.py
  - Writes minimal metadata files from csv, generates manifest files, bags and tars object



GUI for SIPmaker.py

# Step 3: Transfer to Preservation Staging Server

- Digital Services Lab transfers SIPs from lab computer to network attached server (NAS)
  - Uploads to preservation share on Synology NAS
  - Assures integrity with fixity checks run on both sides of transfer



# Step 4: Quality Control and Ingest into Preservation Storage Locations

- Pre-upload Quality Control
  - Use 7zip to open .tar archive and check if:
    - SIP structure is correct
    - aprtrust-info.txt file has correct S3/ Glacier geographic destination
    - Minimal metadata csv is populated correctly
- Upload items using simple CLI python script
  - Utilizes Boto3 SDK for AWS
  - User inputs:
    - Demo or Production environment
    - Personal keys
    - Path of items to upload

AD	AE	AF	AG	AH	AI	AJ	AK	AL	
1	PRESERVATION								
2									
3	DnD Accession ID	AIP MD5	AIP SHA256	Date Verified	Verified By	Date Uploaded to Azure	Verified By	Date Uploaded to APTTrust	Verified By
4	RFHL_RAM000001	b751e4f6394beab499933d6dacc8957	14d76881e0e89668593c1c1e600c5d2195c531cf5d5bbc53516a299894ef5ae					20230630	gmurphy
5	RFHL_RAM000002	84932c75a22484bce0e3034ae9ca254f	5b9eba3ffe16fda81f064cbe046c4362de692f1645be81d00e200d2f5105a39					20230630	gmurphy
6	RFHL_RAM000004	73d7b303855cf84afd9bf1ac80a6a6c	86dd29a5514236e862309e6f11c08d37fec1bbbd0afcebbddad2869fa22beaa4					20230712	gmurphy
7	RFHL_RAM000005	3b7ef991047f0bff7d528c8dfe16bfa	8cce1200d078956e828924ffe198fc3b9f59b2c4e592acec7a11b968a1c6f					20230712	gmurphy
8	RFHL_RAM000006	4c148a751dc5a812251a7da78dc412ef	ca82a331aa3c20af89e412cab4406889bb2fb9e9c43c44535a67c342abe43d3e					20230712	gmurphy
9	RFHL_RAM000007	dcc4f16fad064234b271bd3be87c1a2	5cf184c782f01e718878431be6e4e439210fee9a31e16dfb5dcae5b5baed8cbc					20230712	gmurphy
10	RFHL_RAM000008	db2febb5c7e0461d24c277a10148d961	6632711a2c81d59ea8a6cf0017753859a20abfd04942b27c809c7e9e02a32b					20230712	gmurphy
11	RFHL_RAM000009	e1688a02627fca4fa687875dae773f	5149b51b9f071ed8a4673d16cf879be90700073e493f5006846cf11890d19d7a					20230630	gmurphy
12	RFHL_RAM000010	4a9a61df5c75abb8ec6ba3653fd7845b	51155079cd74277d2b5f37e17fa9a6b22477208eabe4a17f132b1e0d06dc3bc					20230630	gmurphy
13	RFHL_RAM000011	b42cc7fb8ac55c884dca1415f69	6ba30ac0a6a787eeee7e276fb6b6555fc99f3005c7e66b0898de7921d7230f					20230630	gmurphy
14	RFHL_RAM000012	ae798cb88b1719c60bc0c37f50193e4b	e94ea6d3b130fa866a7ce25907d11e559046be5954f2917c4f0dbce32d0a94b					20230630	gmurphy
15	RFHL_RAM000013	efcc204e51cac33aa420e0c36abc9c83	e16f82e229199ea32bd6d5f6a4e59d201939562a6ecba78b8c18d2a2564c2f97					20230712	gmurphy
16	RFHL_RAM000014	daa6c00a7aa101e1d118d9acd7f934	d89c9ac4fb55b80ee50c841922b22e7209472a9c9a1ead2a6543ce338383487c					20230712	gmurphy
17	RFHL_RAM000015	f94ab39bda9061c35985825438661c40	3ab03542180455b73c19f951bcc6e702f1d3e1653c27491a109d4807f1b092ad					20230630	gmurphy
18	RFHL_RAM000016	6f1b02463bf37c7268c7386fd6aa86a	e1bcd6184a83fa201bb5c7cceb47680c19265237266776171ec5fa16d61ece					20230630	gmurphy
19	RFHL_RAM000017	d5271f09cd349372fee4f9ff8b1c0aa2	08d11d997332176380d236ef23ae41f3dd8f8e4f5c75335b14687a09bc2b59f					20230712	gmurphy
20	RFHL_RAM000018	80f55d49d3afe804a5f1fb2982531	5be3bd5942f1336c7da1a69b1031adfd9a95114e314d6ad29dae9a28f329534					20230712	gmurphy
21	RFHL_RAM000019	13dde6226a28a4e61a525728cb074ac7	80d55b78a4504e311033aad0d45832695c351039d8bbe60034f5b409985734d7					20230712	gmurphy

Preservation section of the processing log

# Sticking Points

- How to ensure safety of physical items
  - In a lab only accessible by scanning campus ID
  - Dehumidifier running 24/7
  - Student workers trained in safe handling practices
- Where to put scanned images during imaging
  - Put scanned images on external hard drive connected to lab computer rather than on lab computer
  - Digital Imaging Manager can always access student work as opposed to it being locked in a student's user account
  - Hard drives can be moved around so content is not locked to one specific computer
- Preserve derivative tiffs or not
  - Pros:
    - Preserves post-processing of images
  - Cons:
    - Effectively doubles the size of preservation packages
      - Higher cost and environmental impact long term
    - Complicates Digital Services Lab workflows
  - Solution: Do not preserve derivative tiffs in preservation packages but put them in short term DIPStore on local NAS share

# Lessons Learned

- Be realistic as to what people executing the workflow can/will do
  - You can build the most ideal system but if users won't follow through then it's pointless
  - Keep the bar low for "future us"
- Iterate through the process and expect to find flaws
- Be open to reworking even the most established elements
  - Had to repackage 5 TB of data (down to 2.5) when we removed the derivative tiffs
- Be open to feedback from everyone involved
  - New people bring new ideas

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**Questions?**

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# Preserving Legacy Digital Collections Workflow

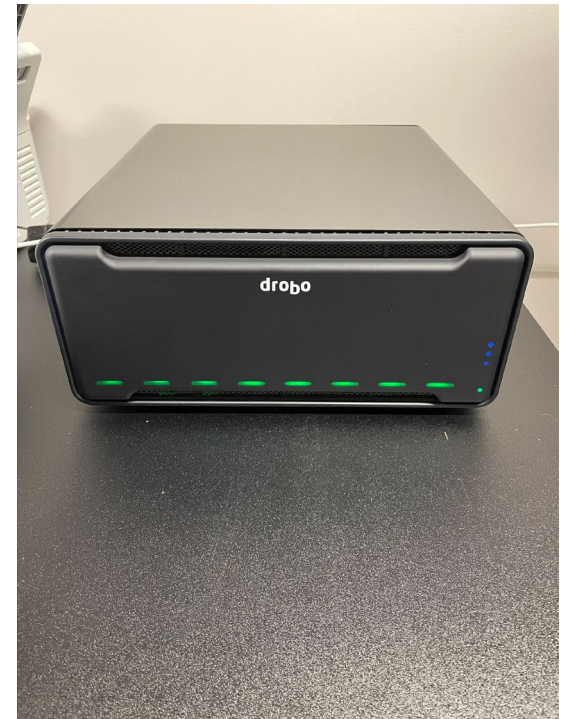
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1. Background
2. Scope
3. Goals
4. Questions to Address
5. Master Workflow
6. Project Plan
7. Lessons Learned

# Background

- First Digital Collection created in 2006
  - 30+ more created until DnD department established
  - CONTENTdm (2006-2023)
  - Alma Digital (Present)
- Content backed up on 15 hard drives over the years
  - Drobo NAS purchased in 2017 and copies of hard drives put on Drobo
- 2023
  - Digital Preservation Librarian is hired
  - Drobo goes out of business
    - No longer updating software or supporting customers
    - Only way to access Drobo admin is through their proprietary software which is unreliable



# Scope

- 3.6 TB of data
  - Oral Histories
  - Images
  - Videos
  - Digitized print materials
- 30+ digital collections
- Content represents nearly 20 years of work

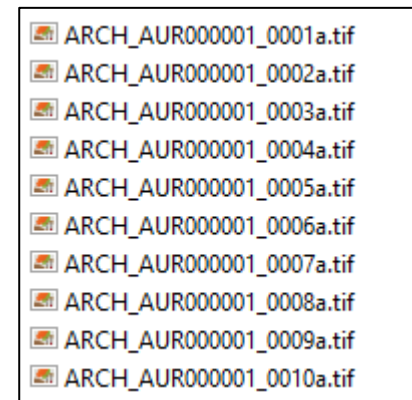
The screenshot shows the 'Birmingham Medical College Collection' page in Alma Digital. The header includes 'UAB LIBRARIES The University of Alabama at Birmingham' and navigation links for 'NEW SEARCH', 'JOURNAL SEARCH', 'NEWSPAPER SEARCH', 'BROWSE', 'RESEARCH GUIDES', and 'DATABASES'. The main title is 'Birmingham Medical College Collection' with a breadcrumb trail 'EXPLORE COLLECTIONS / Curated Digital Collections /'. Below the title, there is a search bar and a 'Sort items by Relevance' dropdown. The collection contains 205 items, displayed in a grid view. The items shown include:

- 1900 circa, Lecture Hall
- 1908 Medical Diploma of David Sanders Moore
- No date, Dr. A. Richard Bliss, Jr.
- 1911 Medical Diploma of Robert LeRoy Browning
- 1911 Materia Medica and Pharmacology Certificate of Clyde Neville Garmon
- No date, Dr. Henry N. Rosser
- 1908 Bacteriology Certificate of Elias D. Busby
- 1913 Obstetrics Certificate of Clyde Neville Garmon
- 1915 Letter from Dr. Edgar P. Hogan to Sidnev J. Bowie, Eso.
- 1909 Attendance Certificate of Elias D. Busby

A digital collection in Alma Digital

# Questions to Address

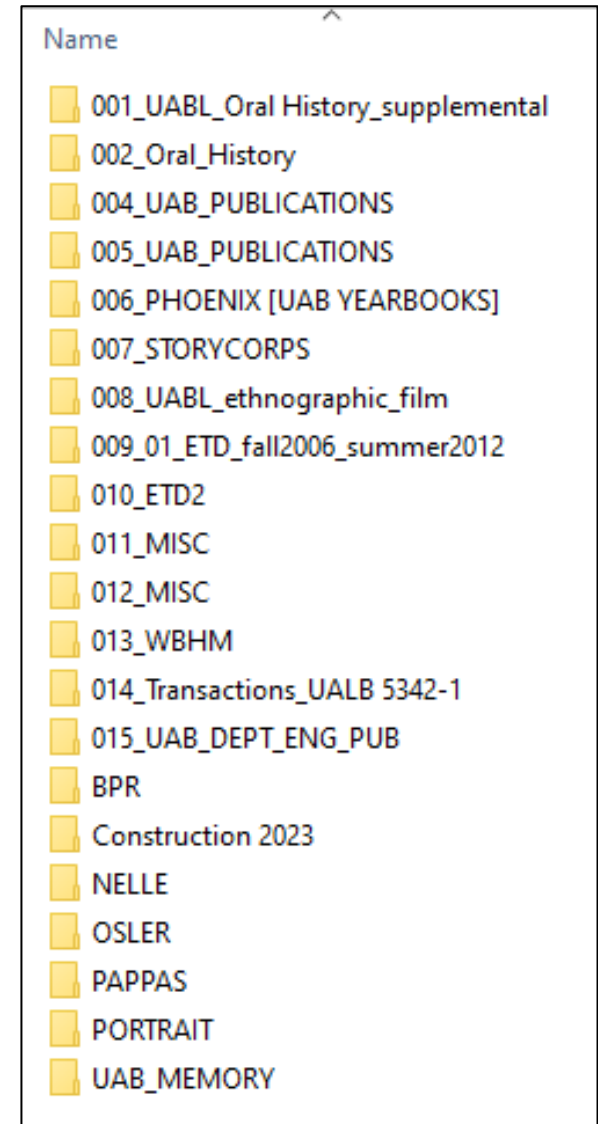
- Do we structure preservation packages the same way?
  - First time putting things into preservation that were not generated in the digital services lab
  - File hierarchy, file names, etc.
- How to keep track of the process?
  - Once the workflow is created, how do we add checkpoints?



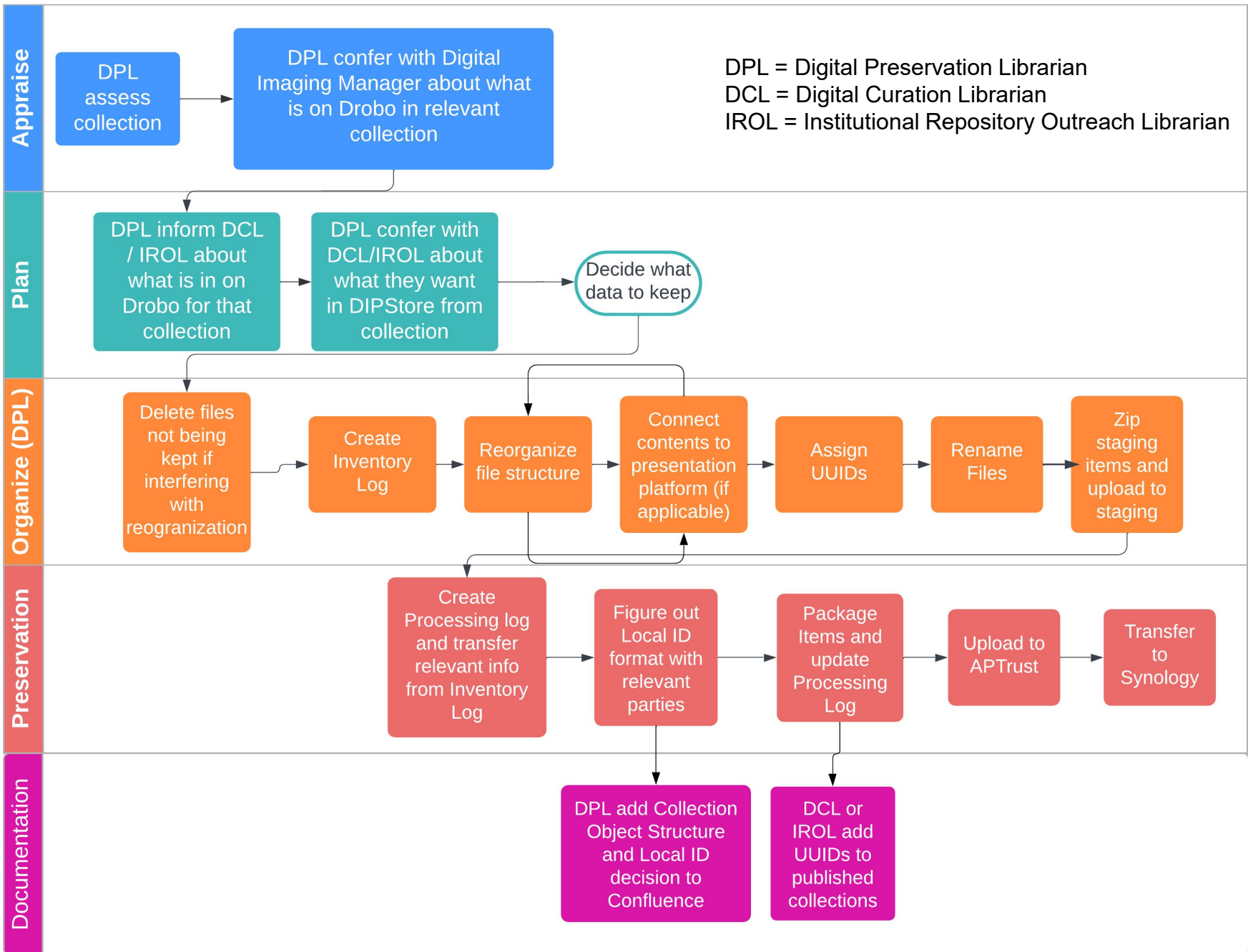
DnD File Naming Convention

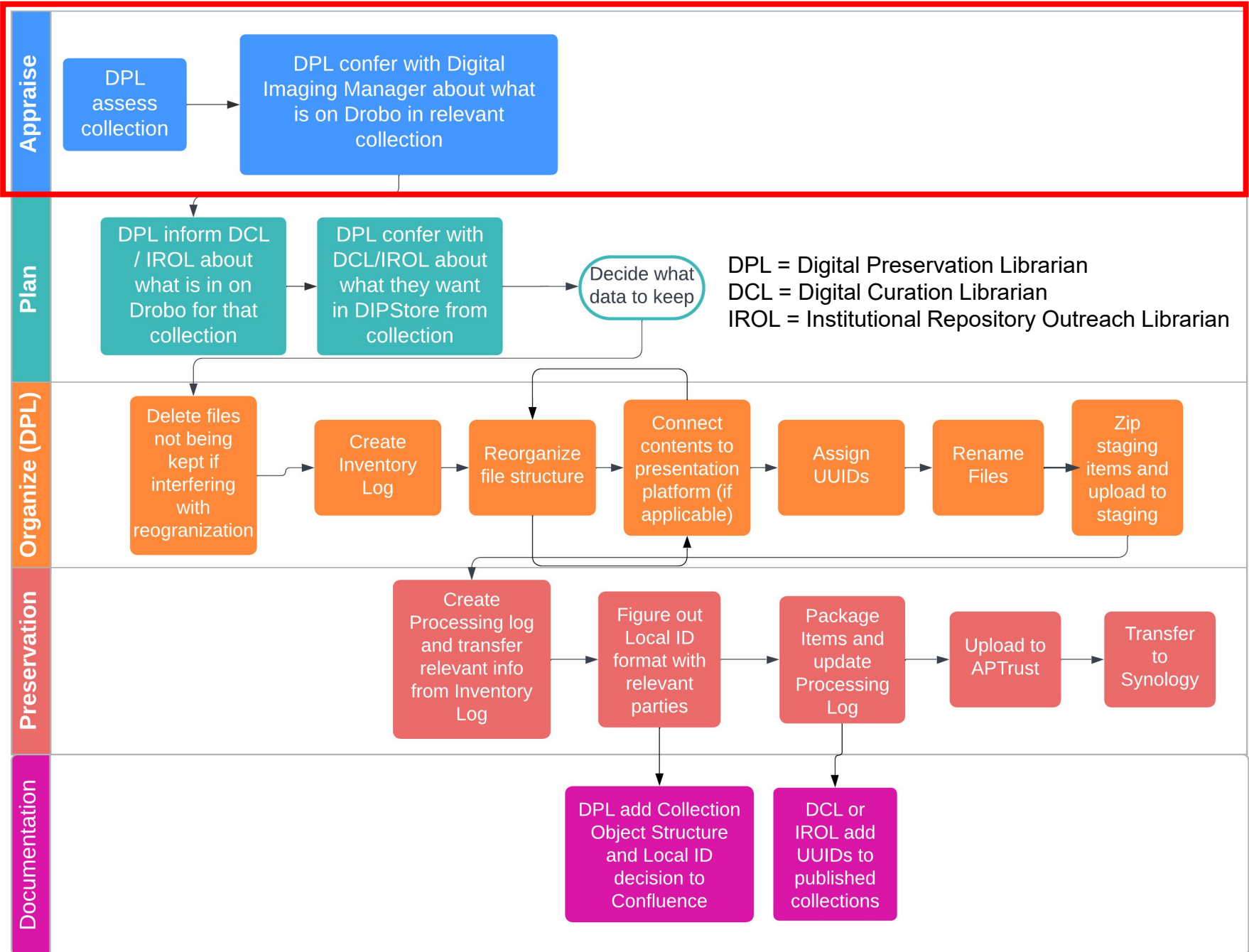
# Goals

- Organize, package, and put all items represented in current digital collections into preservation
  - No uniform organization to collection folders on Drobo
  - Each collection has its own file organization
- Discover and note materials that are not currently in digital collections
  - Do we keep it or get rid of it?
  - Is it worthy of adding to a collection?



Top-level view of the Drobo backup share folder structure





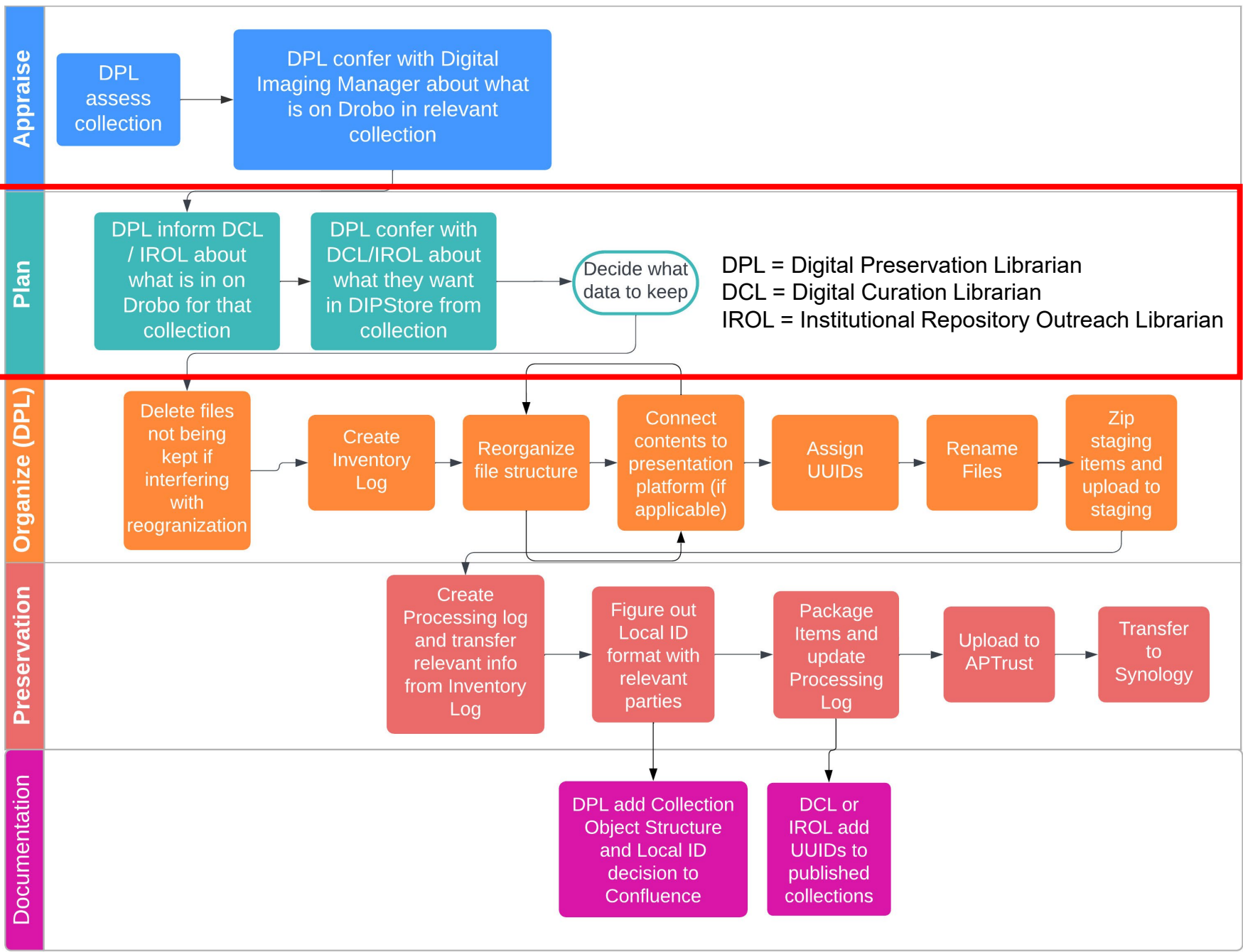
# Appraisal

Appraise

DPL  
assess  
collection

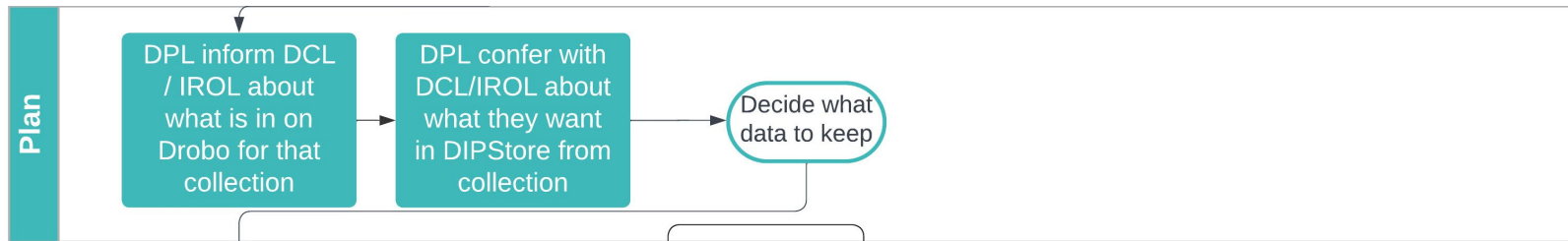
DPL confer with Digital  
Imaging Manager about what  
is on Drobo in relevant  
collection

Name	Date modified	Type
2000_james_baldwin_program	7/14/2009 12:20 PM	File folder
2001_contract_deneuve	7/14/2009 12:44 PM	File folder
2007_tournament_shelby_foote	10/8/2009 4:16 PM	File folder
2008_interview_shelby_foote	7/14/2009 3:59 PM	File folder
2009_foote_greenbriar	7/14/2009 4:35 PM	File folder
2010_conversations_with_narrative_artist_...	10/8/2009 4:17 PM	File folder
2012	7/15/2009 4:55 PM	File folder
2013_interview_shelby_foote	7/16/2009 1:14 PM	File folder
books	7/16/2009 1:22 PM	File folder
Individual Letters	7/31/2009 10:00 AM	File folder
letters	10/13/2009 3:25 PM	File folder
letters_partI	8/19/2009 4:32 PM	File folder

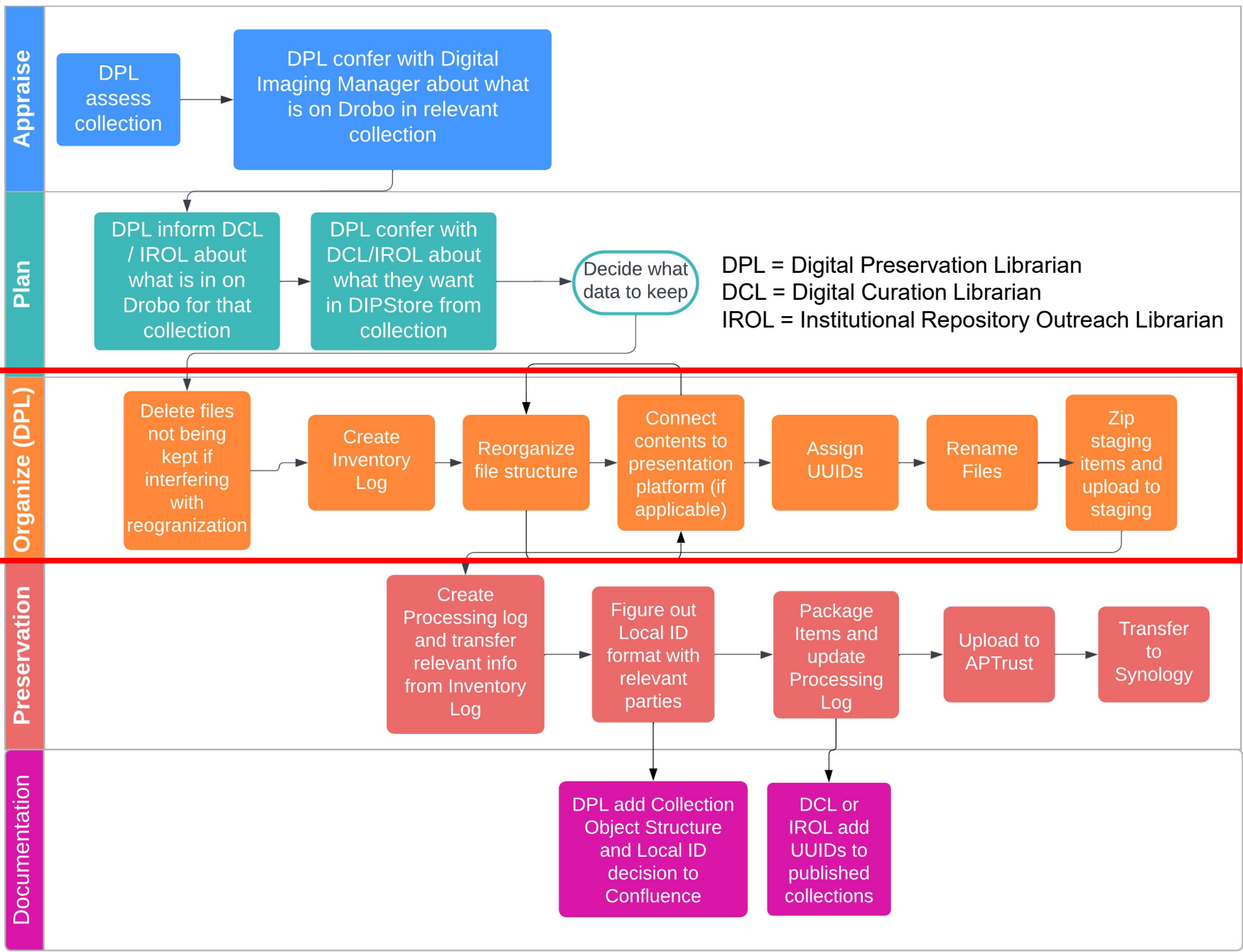


# Planning

DPL = Digital Preservation Librarian  
DCL = Digital Curation Librarian  
IROL = Institutional Repository Outreach Librarian



Name	Date modified	Type	Size
jpg	10/21/2009 6:22 PM	File folder	
pdf	11/6/2009 7:04 PM	File folder	
tif	10/21/2009 6:20 PM	File folder	
letters	7/27/2009 9:21 AM	Microsoft Edge P...	47,178 KB

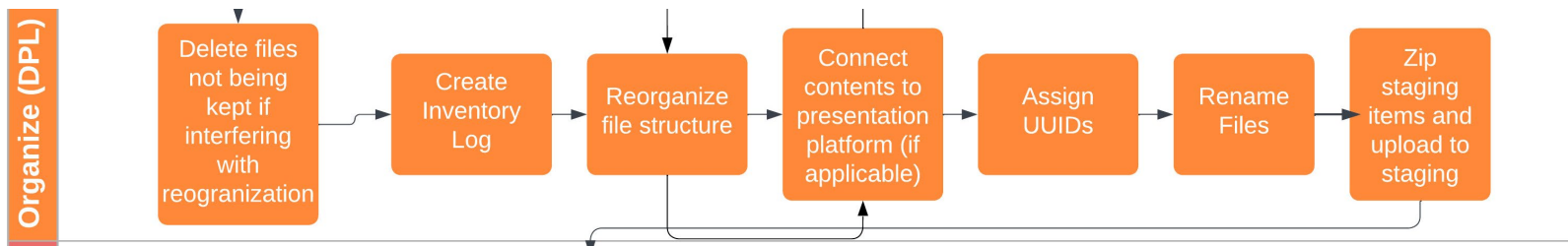


# Organization

- Before using python restructuring scripts, every collection needed to be organized in the following way:
  - Each object in its own folder
    - Object can include a variety of file types
    - More leeway than lab generated objects re: keeping access copies
- Inventory Log generated for documentation
  - Helps Digital Curation Librarian add UUIDs to access platform records

CONTENTdm Title	UUID	Local ID
<a href="#">1977 WBHM Brochure</a>	WBHM_LIS000001	HE8690 .W345 x 1977 Brochure
<a href="#">1977 01 vol. 1, no. 1</a>	WBHM_LIS000002	HE8690 .W345 x 1977 v. 1, n. 1
<a href="#">1977 02 vol. 1, no. 2</a>	WBHM_LIS000003	HE8690 .W345 x 1977 v. 1, n. 2
<a href="#">1977 03 vol. 1, no. 3</a>	WBHM_LIS000004	HE8690 .W345 x 1977 v. 1, n. 3
<a href="#">1977 04 vol. 1, no. 4</a>	WBHM_LIS000005	HE8690 .W345 x 1977 v. 1, n. 4
<a href="#">1977 05 vol. 1, no. 5</a>	WBHM_LIS000006	HE8690 .W345 x 1977 v. 1, n. 5
<a href="#">1977 06 vol. 1, no. 6</a>	WBHM_LIS000007	HE8690 .W345 x 1977 v. 1, n. 6
<a href="#">1977 07 vol 1, no. 7</a>	WBHM_LIS000008	HE8690 .W345 x 1977 v. 1, n. 7
<a href="#">1977 08 vol. 1, no. 8</a>	WBHM_LIS000009	HE8690 .W345 x 1977 v. 1, n. 8

# Organization



0001_display	2/8/2010 5:50 PM
0202_Girl Scouts of America Certificate	2/8/2010 3:59 PM
0205_Omicron Delta Kappa Certificate	2/8/2010 4:01 PM
0301_Jefferson County Community Ches...	2/3/2010 6:30 PM
0304_UA Citation for Distinguished Com...	2/3/2010 2:41 PM
0401_Birmingham Southern College Doct...	3/26/2010 4:48 PM
0402_Howard College Doctor of Humanit...	3/26/2010 3:07 PM
0501_Bailey letter	2/1/2010 3:36 PM
0502_Batson letter	2/1/2010 3:37 PM
0503_Campbell letter	2/1/2010 3:39 PM
0504_Clark letter	2/1/2010 3:52 PM
0505_Clark letter	2/1/2010 4:05 PM
0506_Cobbs letter	2/1/2010 4:06 PM
0507_Culp letter	2/1/2010 4:07 PM
0508_Davis letter	2/1/2010 4:31 PM

PDF folder of library namesake collection

1010	3/26/2010 5:13 PM	TIF File	92,793 KB
1015	4/1/2010 11:48 PM	TIF File	21,407 KB
1101	3/26/2010 4:50 PM	TIF File	80,634 KB
1104	3/29/2010 12:16 PM	TIF File	42,519 KB
1107	3/29/2010 12:20 PM	TIF File	18,014 KB
1109	3/29/2010 12:22 PM	TIF File	31,018 KB
6002	3/24/2010 12:36 PM	TIF File	3,330 KB
20201	2/8/2010 3:52 PM	TIF File	19,818 KB
20501	2/8/2010 3:51 PM	TIF File	29,678 KB
30101	2/3/2010 2:54 PM	TIF File	26,828 KB
30102	2/3/2010 2:56 PM	TIF File	26,828 KB
30103	2/3/2010 2:58 PM	TIF File	25,092 KB
30104	2/3/2010 3:01 PM	TIF File	24,850 KB
30105	2/3/2010 3:09 PM	TIF File	24,849 KB
30106	2/3/2010 3:11 PM	TIF File	24,851 KB
30107	2/3/2010 3:12 PM	TIF File	24,849 KB
30108	2/3/2010 3:14 PM	TIF File	24,850 KB
30109	2/3/2010 3:15 PM	TIF File	24,850 KB

Tiff folder of library namesake collection

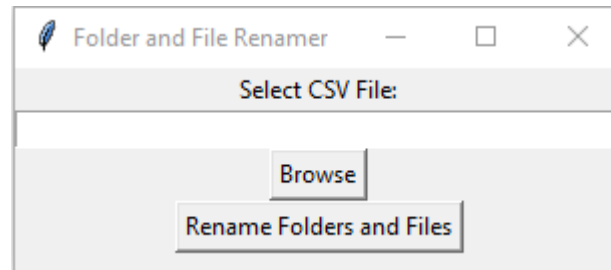
# Automated Organization with Python

- 1\_FolderInventoryLoader.py
  - User points script to a directory and it generates a CSV with folder paths in first column, folder name in second column, and an empty UUID column in 3<sup>rd</sup> column
  - User inputs UUIDs and saves CSV

Directory Path	Folder Name	UUID
C:\Users\gmurphy\D	19970106v21n11	UABP_REP000145
C:\Users\gmurphy\D	19970113v21n12	UABP_REP000146
C:\Users\gmurphy\D	19970120v21n13	UABP_REP000147
C:\Users\gmurphy\D	19970127v21n14	UABP_REP000148

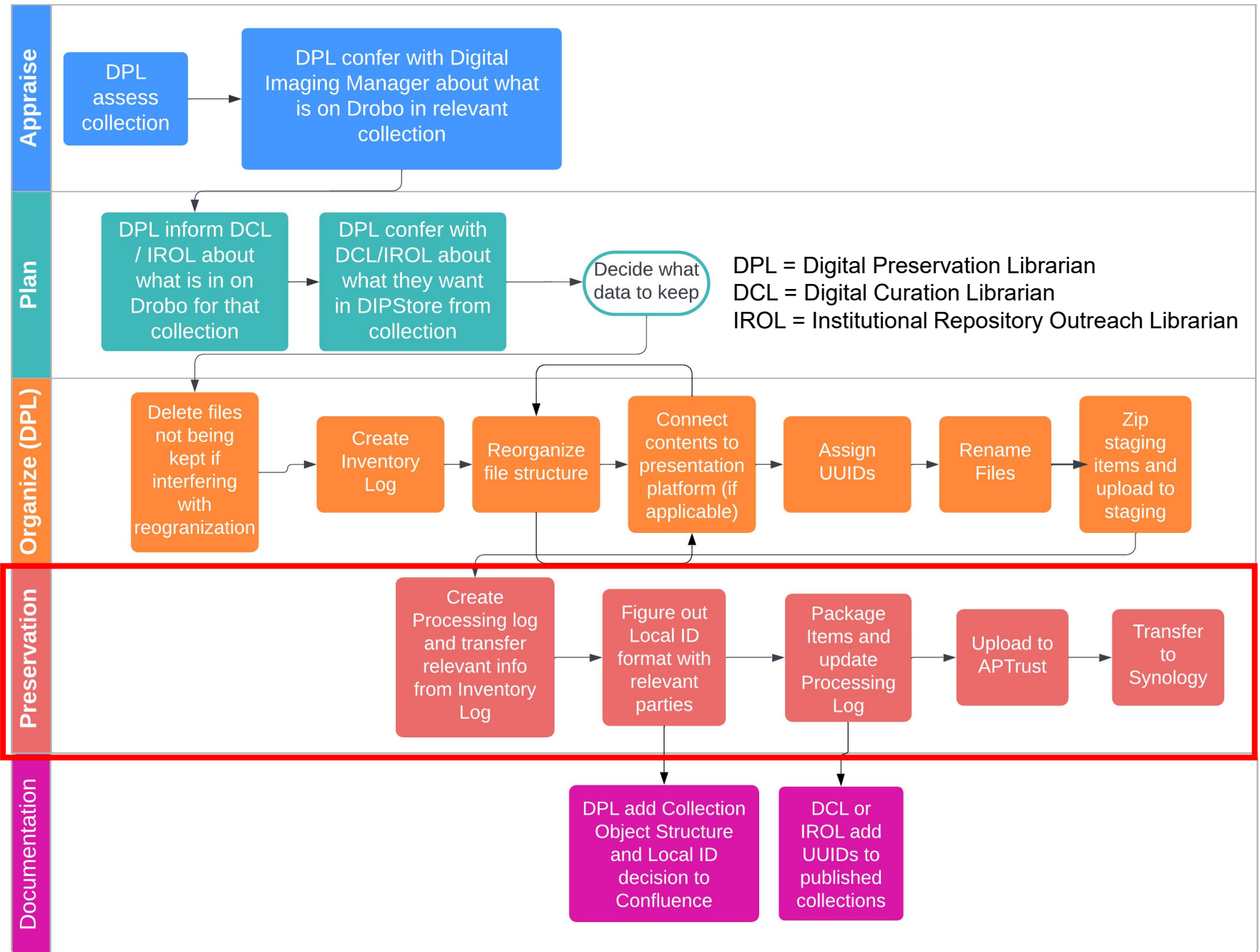
# Automated Organization with Python

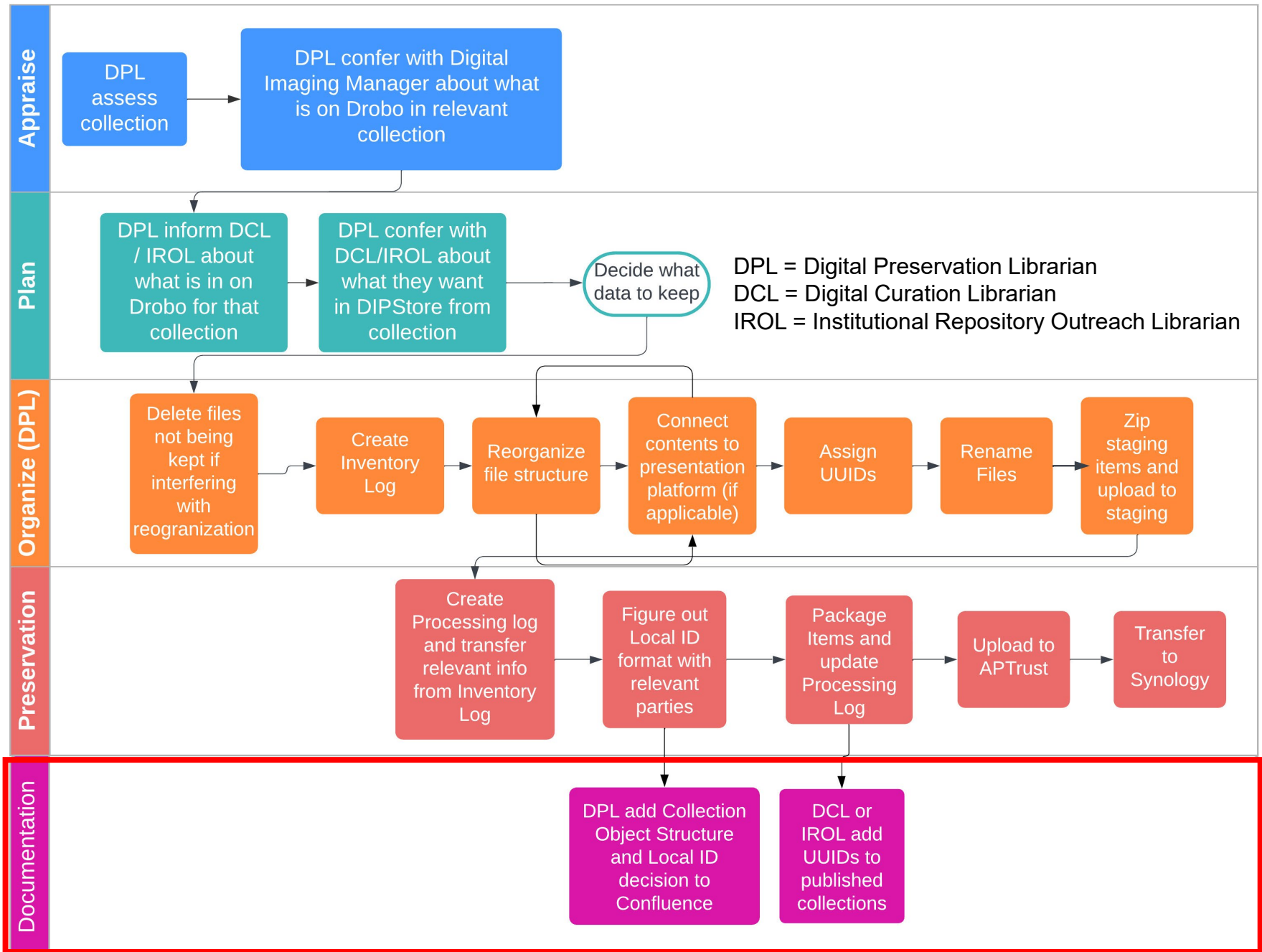
- 2\_FolderAndFileRenamer.py
  - Takes CSV generated by first script and it renames folders and files according to UUIDs



# Automated Organization with Python

- 3\_zipbs.py
  - Zips contents of folders and transfers them to DIPStore on Synology NAS
  - User inputs source directory and target directory
  - Able to tell script to ignore certain file extensions if Digital Curation Librarian did not want them in DIPStore





# Documentation

Documentation

DPL add Collection  
Object Structure  
and Local ID  
decision to  
Confluence

DCL or  
IROL add  
UUIs to  
published  
collections

## Item Level Structure

/ARCH\_WCL000001

File Name	Description
ARCH_WCL000001_0001a.pdf	PDF of a full letter
ARCH_WCL000001_0002a.tif	A tif image of one page of the letter
ARCH_WCL000001_0002a.txt	A transcript of the letter

## Local ID

The Local ID for the letters is the UAB Archives collection number (MC122) followed by the original holding location, "MHSL" and accession number.

- Examples:
  - MC122\_MHSL 1000

## Exceptions

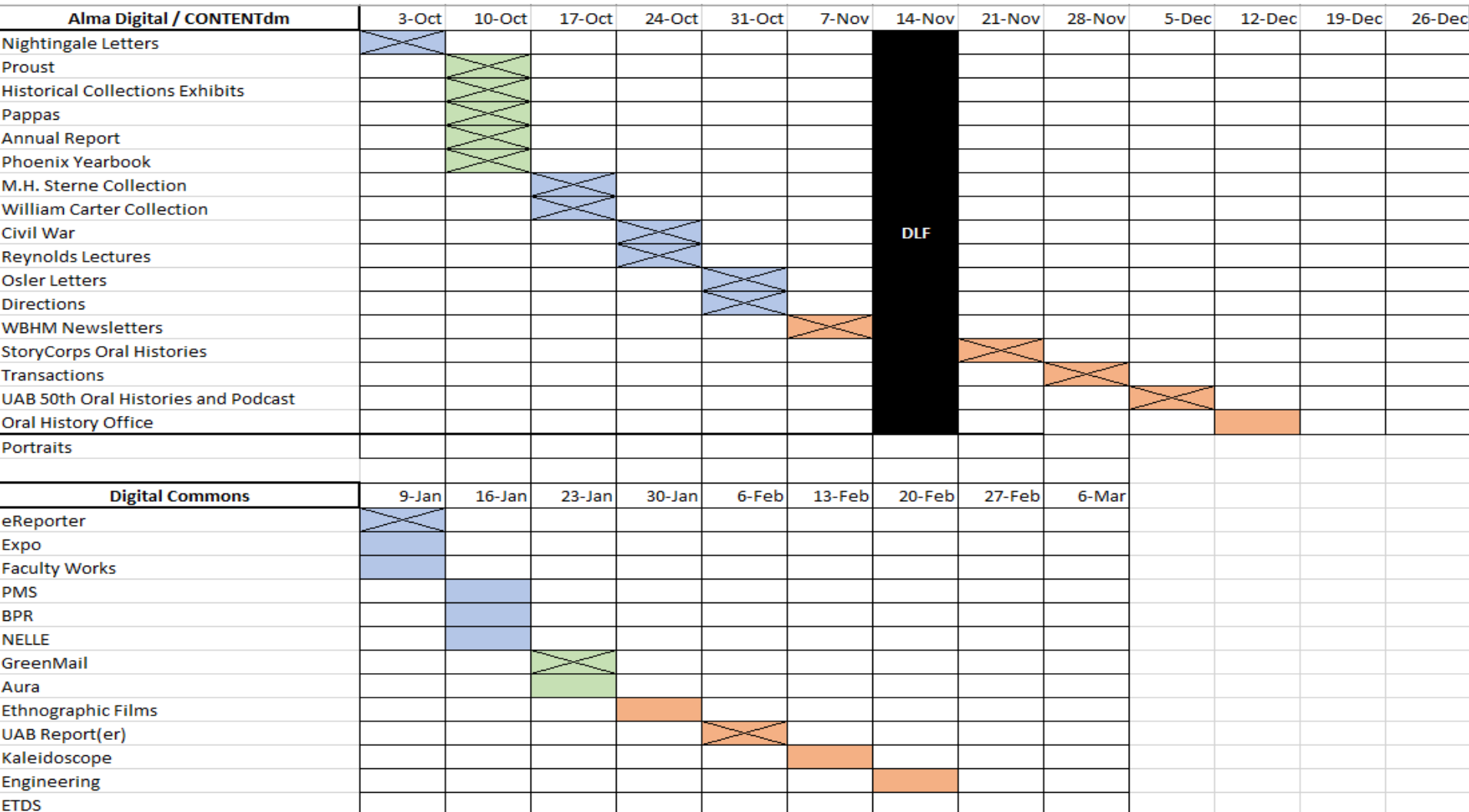
- None

 Quickstart

# Project Plan

- Process one digital collection at a time
  - Processed one collection to get an idea of timing, then appraised all other collections and estimated timing
- Develop a weekly plan (gant chart)
- Process collections slated for Alma Digital first due to migration
  - Collections slated for Institutional Repository done in second half of project

# Project Plan



# Lessons Learned

- Your work has ramifications for years to come
- Plan heavily now, benefit later

**UAB** THE UNIVERSITY OF  
ALABAMA AT BIRMINGHAM.

**Thank you!**