Digitization Workflow

There are three stages of digitization, which correlate to the prioritization ranking outlined in the Prioritization Document—stage I: high priority materials, stage II: medium priority materials, and stage III: low priority materials. The Prioritization Document will help you organize when items will be digitized within these stages. Within these stages, digitization may be executed in batches. For example, a large digital project will have many batches within stage I, stage II, and stage III. Breaking up the stages into smaller batches ensures that digitization is much more manageable and that errors are mitigated.

Four actions are administered to each batch: scanning, metadata creation, image quality control, and metadata quality control. The first three actions are undertaken almost simultaneously; metadata (either basic or full) is compiled for an item in the process of or just after scanning the item, and primary image quality controls (see the Digitization Quality Control Guidelines) will be inspected during image capture. Metadata quality control is performed after the first batch has been completely digitized.

For guidance on scanning, refer to the Scanning Procedures document.
For guidance on metadata creation, refer to the Project Profile: Specifications for Metadata Creation.
For guidance on image quality control, refer to the Digitization Quality Control Guidelines.
For guidance on metadata quality control, refer to the Metadata Quality Control Guidelines.