[SHN] Digitization Workflow Worksheet

Responsible institution:_____

Collection(s):_____

Filename: _____

Intellectual rights status:_____

Access restrictions:_____

Community protocols:_____

Archival master file types and specifications:

Steps for scanning items:

Directory structure of preservation file: _____

Directory structure of presentation file:_____

Metadata framework:_____

Metadata framework possibilites: Dublin Core, METS/MODS, MPEG7, PBCORE, EAD

(for a great comparison: http://www.jiscdigitalmedia.ac.uk/guide/putting-things-in-order-links-to-metadata-schemas-and-related-standards)

Standard metadata record

Element name	Contents	Controlled vocabulary

Community metadata record:

Element name	Contents	Controlled vocabulary