01 Community Planning
Document and understand community needs and goals by discussing research areas, topics for programming, and ideas for collaborative projects.

02 Collections Research
Understand what the repository has and how it is organized.

03 Community Consultation
Consult with your community or communities about the information you have gathered through your research.

04 Repository Visits
Visit repositories in person or work with repositories online.

05 Content selection
Create a prioritized list of collections and items based on your repository visits.

06 Gather or Create Digital Copies
Digitize materials or copy digital surrogates of original materials.

07 Content Review
Review content and metadata that you have digitized or received.

08 Access Decisions
Plan and make decisions on how to provide appropriate access to content.

09 Gather and/or Create Community Metadata
Work with community members to gather knowledge, memories, stories, historical information, and other information and metadata about content.

10 Community Review
Meet with community stakeholders to review the new community metadata.

11 Share, Engage, Review
Share content in your community and engage with others in appropriate ways.