

UW Digital Collections Center

Checklist for project coordinators

- Sign and deliver Memo of Understanding to UWDC
- Complete selection of materials (if not already done)
- Complete metadata by deadline in MOU
- Deliver objects to be reformatted to UWDC
- Metadata DC.Identifier must be indicated with each related physical object
- Write about file
 - Scope and content note describing the collection (1 to 3 paragraphs)
 - Must be static information (this information will not be updated)
 - Contact information including link(s) to participating institutions
 - Image that represents the collection (must be selected from the collection)
 - Will be used on About page
- Quality control
- Email confirmation that collection is ready for public release
- Promotion