From Digitization to Digital Preservation: Realigning Workflows in Support of Digital Curation Work

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Leadership and operational shift

Realigning workflows
[access] v. [preservation & access]
Priorities, collaboration, communication
People, logistics
Standards, metadata

Adjusting along the way
Adaptability, flexibility, communication

Conclusion
Context and New Priorities

Leadership and operational shift: access v. access / preservation focus

To be intentional about Archives and Special Collections objectives

To more tightly integrate digitization and metadata creation with the digital curation lifecycle

“to support the planning and organization of digital content management by pinpointing important curation activities” (Constantopoulos et al, 2009, p. 37).

To place a greater emphasis on digital preservation practices
Realigning workflows:

Priorities, Coordination, Collaboration

Different priorities, concepts, practices within an existing context and workflow

Coordination and collaboration,
“bring the focus back to a shared vision of success” Jami Yazdani, the EXCHANGE 2020
Realigning workflows:

**Personnel** (staff and students)

**Equipment**

**Communication**. Asana to help manage projects and tasks ([DLF Project Managers Toolkit](http://dlfprojectmanagerstoolkit.com))
Standards and best practices, file naming conventions, documentation

Metadata
Be intentional about archives | digital curation objectives
Integrate with digitization

Realigning workflows: Standards, Metadata
Realigning workflows:

<table>
<thead>
<tr>
<th>DC Mapping</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>dc.title</td>
<td>Building name/type, City (or County), State, date; [Object] at building name/type, City (or County), State, date</td>
</tr>
</tbody>
</table>

Example:
Stilwell City Hall, Stilwell, OK, 1984; Chalk Bluff School, Chalk Bluff, OK, 1984; Elm Grove School, Elm Grove, OK, 1984--Slide 2; Muskogee Sallie Brown School, Muskogee County, OK, 1984;

Recommended format should NOT apply. Rather, create the title based on the following pattern: **Who (if people are present), What (e.g., a specific place or a featured thing), Where (Building name [if known], City or County, State), When (if known).** Use conventional capitalization rules for proper names, persons, buildings, companies, and places.

**Project templates** to improve efficiency, accuracy and continuity in practice
Adjusting along the way

Adaptability and flexibility

Streamlined and more expedited processes through collaboration

Adequacy of skills, training

Developing a sustainable approach to digital initiatives work
Conclusion

A more clear picture of what digitization needed to look like and how it could be more fully integrated with digital curation and preservation practices and priorities.

Collaboratively,
- Strategizing archival projects,
- Organizing and documenting content,
- Exploring new scholarly opportunities.

Thank you.
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