DIGITAL COLLECTIONS @ UVA: THE WAY WE WERE

The University of Virginia Library Electronic Text Center and the University of Pittsburgh East Asian Library are pleased to sponsor the Japanese Text Initiative, a collaborative effort to make texts of classical Japanese literature available on the World Wide Web.

We will be grateful for comments and suggestions sent to the Japanese Text Initiative's mailbox at digitalservices@virginia.edu.
ITERATION

Cambridge Dictionary: the process of doing something again and again, usually to improve it, or one of the times you do it
2017 ITERATION
DIGITAL COLLECTIONS PROCESSING WORKING GROUP

Charge: articulate and document consistent and replicable workflows for ingest of digital content.

Timeframe: Time Limited (April – August 2017)

Accountabilities: Report identifying best practices for process and documentation across the framework, and identify opportunities and challenges to success
<table>
<thead>
<tr>
<th>Item</th>
<th>Notes</th>
</tr>
</thead>
</table>
| What are the ways we are acquiring material for the digital library? | • Acquired in digital format  
• Acquired in analog format for immediate digitization  
• Digitizing previously acquired analog materials  
• Acquired in analog format with potential for digitization |
| Stakeholders to include or identify at the time of acquisition | • Subject liaisons/specialists  
• Director of Information Policy  
• Preservation  
• Individual/Committee with responsibility for digital collections priority  
• Metadata to review any accompanying metadata  
• Resource Acquisitions & Description staff  
• Collection Management  
• Digital Production Group  
• DCMD |
| Tasks to be completed before moving to next step in the overall workflow | • Identify a donor liaison to be a single point of contact for the donor and understood by colleagues to be managing that relationship  
• Determine resources needed for processing  
• Determine resources needed for digitization  
• Preservation review |

<table>
<thead>
<tr>
<th>Required documentation</th>
<th>Decision chart. Documents decision and rationale.</th>
</tr>
</thead>
</table>
|                        | • Collection name  
• management system used  
• Content standard  
• Volume  
• Review date |

<table>
<thead>
<tr>
<th>Tools to be used in this workflow step</th>
<th>Confluence site?</th>
</tr>
</thead>
<tbody>
<tr>
<td>How will we know that all requirements have been satisfied?</td>
<td>• Pizza tracker for progress through the workflow?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parking lot</th>
<th></th>
</tr>
</thead>
</table>
|             | • Do we need a new role or group to oversee digital collections priority  
• Should we create a process to determine and document digital collection priorities  
• Communications |
RECOMMENDATIONS

1. Establish Digital Collections Team to determine digital collection priorities and to review potential projects for alignment with digital collection mission and priorities.

2. Establish a position or additional role of Digital Collections Librarian.

3. Establish positions dedicated to organization and description of digital collections.


5. Create and document preservation actions and storage options.
GUIDING PRINCIPLES

• Reduce customization and increase standardization

• Establish a sustainable workflow and resource it appropriately

• Commit to the establishment, communication, and maintenance of a unified and stable prioritization process

• Utilize more formalized documentation processes and tools
2018 ITERATION
DIGITAL COLLECTIONS TEAM

Charge: Implement workflows for digital materials.

Timeframe: Ongoing (October 2017 – April 2019)

Accountabilities: Create and implement systems streamline selection, creation and dissemination digital content
Proposal  Pre-Approval Evaluations

IP Review:  
- If for public dissemination and it was work for hire, we should be able to make these items publicly visible. Need documentation of who produced work and when to determine if UVA owns rights. Does SC have that?

Metadata Review:  
- Metadata creation for the digital objects in this collection can take place either in association with an ArchivesSpace resource record or be modeled separately in VRA Core. DCT needs to decide if VRA Core is appropriate here (with input from relevant stakeholders in Special Collections).

If Aspace only, Archival and curatorial staff in special collections need to weigh in on level of description for digitized architectural drawings and we move forward with Digital Object description once the resource record is created. If item level is considered appropriate, there are titles available in TackSys, some of which may need to be improved/edited. The collection does not have an Aspace resource record.

If VRA Core: Where is metadata created and stored? How is it disseminated? We will need to decide on our commitment to JSTOR Forum. Regardless of how this work is carried out, create local guidelines (see metadata review in DCP-4) before moving forward with a detailed processing plan. It would also be helpful to know if student workers or staff from MCO could be made available for this work.

Acquisition  Pre-Processing

Dissemination Review:  
- The development of the systems and practices necessary to manage and dissemination relatively small, and much of it has already begun. If scheduled, the necessary technical pieces could be put in place in a roughly 2-4 month timeframe.

https://confluence.lib.virginia.edu/display/DCT/MMLW%3A+Dissemination+Requirements+and+Timeline
Process

Priorities
Greek Kotyle, ca. 600-575 BC
Corinth, Middle Corinthian black-figure, animal style,
Archaic
Ceramic, 3 1/8 x 5 7/8 x 4 1/4 in, 7.94 x 14.92 x 10.8 cm
2019 ITERATION
Team Composition

Vision

Comparative Data
Team Composition

Vision

Comparative Data
DIGITAL COLLECTIONS CONTENT ADVISORY TEAM

Charge: Develop and document digital library content priorities and parameters

Timeframe: Ongoing (May 2019-present)

Accountabilities:
• Evaluate the value and priority of content proposed for digital collections
• Advise on access and dissemination for proposed and accepted projects
• Participate in prioritization with Digital Library Implementation Team.
DIGITAL COLLECTIONS IMPLEMENTATION TEAM

Charge: Establish and maintain workflows for seamless addition of content to the digital library workflows

Timeframe: Ongoing (May 2019-present)

Accountabilities:

• Evaluate workflow considerations for proposed digital collections, and determine priority order
• Oversee progress of active digital library projects, ensuring regular, open communication.
• Develop digital library workflows and interfaces
• Participate in prioritization with Digital Library Content Advisory Team
• .
Team Composition

Vision

Comparative Data
VISION: DIGITAL COLLECTING STRATEGY

• Copyright – public domain, open access, University-held copyright, granted permissions
• Accessibility
• Significance – Important and distinctive
• Value to University and broader user community
• Supports the Library and University’s mission (scholarly discourse, social justice, lifelong learning)
• Metadata exists or is cost effective to create
VISION: LIBRARY MISSION

• Innovate to meet emerging needs

• Respect the variety of human experience

• Collect, preserve, and make accessible the depth and diversity of the cultural record

• Support academic success and partner in intellectual exploration
VISION: UNIVERSITY OF VIRGINIA OURS TO SHAPE

• Diversity and Inclusion

• Sustainability

• Technology

• Value of Relationships

• Excellence Not For Its Own Sake
VISION: PEERS

Journal of Contemporary Archival Studies

Volume 5 Article 6

2018

Moving Toward a Reparative Archive: A Roadmap for a Holistic Approach to Disrupting Homogenous Histories in Academic Repositories and Creating Inclusive Spaces for Marginalized Voices

La'el Hughes Watkins
Kent State University – Kent Campus, lhughesw@kent.edu

UCLA LIBRARY

Library Special Collections | Prioritization and Scanning

Project Lead (Name) – Project Name

[Project Name] Prioritization and Scanning Progress
Team Composition

Vision

Comparative Data
COMPARATIVE DATA: PRINCIPLES

• Articulate essential criteria to be evaluated by experts
  • Core
  • Influencing
  • Technical

• Assign a relative value

• Score weighting
Criteria

Assign Value
CRITERIA: CORE CONSIDERATIONS

Rights and Privacy

The Library seeks to provide the widest possible access to its digital collections, and to empower users to make the freest possible downstream uses. Accordingly, proposals will be favored insofar as their materials are unencumbered by copyright concerns.

Intellectual Content

The Library seeks to align resource allocation with collecting strategies, provide comprehensive digital access when appropriate, and prioritize underrepresented voices.

Current and Potential Use

The Library seeks to deploy resources that have the broadest possible impact. We encourage you to provide any data that illustrates potential impact.
CRITERIA: INFLUENCING CONSIDERATIONS

Funding
The prioritization process exists to ensure appropriate allocation of finite resources. Availability of funding beyond standard personnel and OTPS lines has the potential to positively impact project viability.

Relationship and Partnerships
The Library cultivates strategic partnerships that expand available resources, enhance knowledge, and broaden collections and/or their reach.

Opportunity for Innovation
The Library seeks to maintain and build upon its reputation for digital library innovation, particularly when the innovation aligns with other University or Library goals. Innovation is not a requirement for prioritization. Leave blank if not applicable.
CRITERIA: TECHNICAL CONSIDERATIONS

- Formats: volume/extent, analog/digital
- Existing description
- Use requirements
- Priority audience
- Full text
- Transcriptions
Criteria

Assign Value
ASSIGN VALUE: CORE CONSIDERATIONS

Rights & Privacy *(Director of Information Policy)*

___ 5 All material can be made available immediately for unrestricted access and reuse.

___ 4 All or most material can be made available immediately for unrestricted access, including subject to a strong fair use claim library can support.

___ 3 Material contains a mix of restricted and unrestricted material; Library may support a fair use claim. Changing circumstances (expiring term, e.g.) may render some currently restricted materials accessible *in the near future* (<5 years).

___ 2 Most material restricted; Library unable to support fair use claim at this time. Changing circumstances (expiring term, e.g.) may render some currently restricted materials accessible in the distant future (5 years+).

___ 1 All material restricted with no viable claim, now or in the foreseeable future.
ASSIGN VALUE: CORE CONSIDERATIONS

Comprehensive Access (Intellectual Content) (Cul, Lib, and SC reps)

__ 5  Content is complete or completes content previously or simultaneously collected at UVA or another institution.
__ 4  Content is incomplete; committed as part of a phased project at UVA or in partnership.
__ 3  Content is incomplete; intended as part of a phased project at UVA.
__ 2  Content is incomplete; seeking partnership for completion.
__ 1  Content is incomplete with no future plans for completion at UVA or elsewhere.

Collecting Strategies (Intellectual Content) (Cul, Lib, and SC reps)

__ 5  Majority of content is distinctive AND closely aligned with Library and University mission.
__ 4  Majority of content is distinctive OR closely aligned with Library and University mission.
__ 3  Contains content that is distinctive and/or closely aligned with Library and University mission.
__ 2  Minority of content is distinctive or aligned with Library and University mission.
__ 1  Majority of content is not distinctive or aligned with Library and University mission.

Underrepresented Voices/Stories (Intellectual Content) (Cul, Lib, and SC reps)

__ 5  Content presents an underrepresented voice/story in UVA collections.
__ 4  Content presents an underrepresented voice/story in UVA digital collections.
__ 3  Content presents an underrepresented voice/story in scholarly record.
__ 2  Content presents a voice/story commonly found in UVA digital collections.
__ 1  Content presents a voice/story commonly found in UVA collections.
ASSIGN VALUE: CORE CONSIDERATIONS

Current and Potential Use

- 5 Documented high use.
- 4 Documented potential for high use.
- 3 Justification for use or potential use provided.
- 2 Justification for limited use provided.
- 1 No justification or documentation of use.

Identified User Community

- 5 Documented University AND external communities
- 4 Documented University AND projected external communities
- 3 Documented University Community
- 2 Projected University AND documented external communities.
- 1 Projected University OR external communities
ASSIGN VALUE: INFLUENCING CONSIDERATIONS

Funding

___ 5 Full funding secured for all work; Library staff to complete QC and ingest.
___ 4 Funding secured for at least one major task; Library staff to complete at least one task, QC, and ingest.
___ 3 Funding identified and being pursued for all work, potential Library staff commitment undetermined.
___ 2 Funding identified and being pursued for at least one major task; Library staff commitment undetermined.
___ 1 No additional funding identified; Library staff to complete all aspects of work.

Relationships and Partnerships

___ 5 Documented relation or interest from strategic partner.
___ 4 Documented potential relationship or strategic partnership identified.
___ 3 Informal relationship or interest from partners.
___ 2 Potential relationship or partners identified.
___ 1 No relationship or strategic partnership identified.
ASSIGN VALUE: INFLUENCING CONSIDERATIONS

Opportunity for Innovation

5 Transformative to Library services or University mission and is aligned with Library strategic plan.
4 Develops ongoing innovations to Library services or University mission and is aligned with Library strategic plan.
3 Potential for innovation aligned with Library strategic plan dependent upon design decisions.
2 Potential for innovation dependent upon design decisions; alignment with Library strategic plan unclear.
1 No innovation identified or innovation is not in alignment with Library strategic plan.

Maintenance

5 Project plan implies no collection-specific maintenance
4 Collection specific maintenance is expected to be required at a rate approaching 5% of the initial project development cost annually.
3 5% to 10% annually
2 10% to 20% annually
1 over 20% annually
ASSIGN VALUE: TECHNICAL CONSIDERATIONS

**Description** (MDC and/or SC Tech Services rep)

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Existing description adequate; requires no transformation or uses an established transformation.</td>
</tr>
<tr>
<td>4</td>
<td>Existing description adequate; requires creation of a transformation.</td>
</tr>
<tr>
<td>3</td>
<td>Existing description requires some enhancement and/or transformation</td>
</tr>
<tr>
<td>2</td>
<td>Existing description requires significant augmentation and/or transformation.</td>
</tr>
<tr>
<td>1</td>
<td>No existing description.</td>
</tr>
</tbody>
</table>

**Organization/Processing** (SC Tech Services rep)

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Collection completely processed; no multiple accessions</td>
</tr>
<tr>
<td>4</td>
<td>Collection processed, but in multiple accessions</td>
</tr>
<tr>
<td>3</td>
<td>Collection partially processed, with or without multiple accessions</td>
</tr>
<tr>
<td>2</td>
<td>Collection roughly organized, but with multiple accessions</td>
</tr>
<tr>
<td>1</td>
<td>Collection completely unprocessed, multiple accessions</td>
</tr>
</tbody>
</table>
## ASSIGN VALUE: TECHNICAL CONSIDERATIONS

### Digitization (DPG mp)

- **5**: No digitization needed.
- **4**: Digitization will be simple and/or quick per item (approx. 1-2 minutes per image).
- **3**: Moderate digitization time required per item (approx. 3 to 6 minutes per image).
- **2**: Digitization will be either complex or time-consuming (approx. 7 to 20 minutes per image).
- **1**: Significant digitization time required (complex and time-consuming approx. 20 or more minutes per image).

### Access (Library IT req)

- **5**: No development needed to provide access.
- **4**
- **3**: Moderate development needed to provide access.
- **2**
- **1**: Significant development needed to provide access.
ASSIGN VALUE: TECHNICAL CONSIDERATIONS

**Storage Costs (Library IT)**

- 5. Less than 0.1T of content
- 4. Less than 1 T of content
- 3. Less than 5 T of content
- 2. Less than 10 T of content
- 1. More than 10 T of content

**Preservation (Preservation rape)**

- 5. Preservation planning and maintenance is minimal for this project. (e.g., project is small or contains well-known/literature formats/content that has known processing, description, rights/privacy and preservation pathways and known partners. Example: ETDs into Libra that are then distributed at AP Trust)
- 4. Preservation planning and maintenance is moderate for this project. (e.g., project/collection may have some unique/unknown formats that are necessary to preserve, may be very large in nature, may require some development or systems integration to ensure access, description, processing are possible, etc.)
- 3. Preservation planning and maintenance is significant for this project. (e.g., contains unique/delicate condition/care or large complex digital objects, think possible requirements for software dependencies with digital materials along with complex access requirements like emulation, huge volume of digital interop with analog materials, encrypted or highly sensitive information, unique legacy digital carriers/formats, delicate physical or need for outsourcing unique AV materials) Could also include difficult aspects that intertwine with legal/access such as encryption or personal information)
Implementation
Digital Collection Prioritization Workflow

Proposal submitted via Quatrics.

JIRA ticket created, PDF proposal appended. Proposal author tagged.

Proposal author receives email confirmation and JIRA.

Evaluators receive email link to JIRA ticket and appropriate Quatrics evaluation.

Evaluators submit evaluation.

Evaluations merged into single document, PDF appended to JIRA ticket.

Author receives notification of ticket update with raw evaluation.

Prioritization report generated, containing full evaluations & summary scoring sheet.

Evaluators meet to discuss summary scoring sheet. Consider and document changes. Integrate with in-progress priorities.
Digital Collection Prioritization Workflow

Proposal submitted via Qualtrics.

JIRA ticket created, PDF proposal appended. Proposal author tagged.
Digital library Project Proposal Questionnaire

[Form fields and questions related to the project proposal.]

Is the material in the public domain (i.e., not protected by copyright—typically due to the age of the material)?
- Yes
- No
- Total

Is openly licensed (e.g., with a Creative Commons license such as CC-BY)?
- Yes
- No
- Total

Does any description of the material exist?
- Yes
- No
- I don't know

Does the library already make similar resources available?
- Yes
- No
- I don't know
<table>
<thead>
<tr>
<th>Recorded Date</th>
<th>Collection/Project Name</th>
<th>Q5 - Who owns this content (specific library department, university unit, donor, etc.)</th>
<th>Q42 - Do you need to add more formats?</th>
<th>Q44 - Does any description of the material exist?</th>
<th>Q47 - Does the library already make similar resources available?</th>
<th>Q48 - Is current access to this type of material considered satisfactory for the...</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 22, 2020</td>
<td>Charlottesville Jewish Oral History Collection</td>
<td>Congregation Beth Israel, contact: Phyllis Leifer</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Sep 10, 2019</td>
<td>Vicksy Architectural Image Collection</td>
<td>Vicksy Family</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Sep 10, 2019</td>
<td>James Murray Howard University of Virginia Historic Buildings and Grounds Collection</td>
<td>Facilities Management, University of Virginia Library</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td></td>
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<tr>
<td>Sep 10, 2019</td>
<td>Richard Guy Wilson Faculty Collection</td>
<td>Richard Guy Wilson, UVA Library</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Sep 10, 2019</td>
<td>Central Sounds</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>
Proposal submitted via Qualtrics.

JIRA ticket created, PDF proposal appended. Proposal author tagged.

Proposal author receives email confirmation and JIRA.
Madison Friendship Lodge Grand United Order of Odd Fellows Collection

Details
Type: Project
Priority: High
Status: IN PROGRESS
Resolution: Unresolved
Labels: None

Proposal / Acquisition
Description/Metadata: see attached proposal/evaluations
Rights: see attached proposal/evaluations
Scope: see attached proposal/evaluations
Access: see attached proposal/evaluations

Description
The collection contains the records of one of the earliest African American fraternal lodges in Virginia. The fraternal lodge is also a part of one of the earliest African American fraternal and mutual aid society groups in the United States of America. The content provides a glimpse into early [local] 20th century African American fraternal organizational life, particularly in the greater Charlottesville area during a period that actively excluded African Americans.

Dates
Created: 2019-Sep-19 13:45 GMT-0400

Attachments
- Madison_Friendship_Lodge_Evaluations.pdf 165 kB 2019-Sep-20 12:27 GMT-0400

Reported by: Prosper, Sony (sp7fg)
Assignee: Unassigned
Assign to me

Votes
- Vote for this issue
- Stop watching this issue

Watchers:

Unassigned
Evaluators receive email link to JIRA ticket and appropriate Qualtrics evaluation

Evaluators submit evaluation.

Evaluations merged into single document; PDF appended to JIRA ticket.
Q1.2. Evaluator

Brandon Butler

Q2.1. Rights & Privacy

- All material can be made available for unrestricted access and reuse.
- All or most material can be made available for unrestricted access, including subject to a fair use claim library can support.
- Material contains a mix of restricted and unrestricted material. Library may support a fair use claim. Changing circumstances (expiring term, e.g.) may render some currently restricted materials accessible in the near future (<5 years).
- Most material is restricted; library unable to support fair use claim at this time. Changing circumstances (expiring term, e.g.) may render some currently restricted materials accessible in the distant future (5 years+).
- All material restricted with no viable claim, now or in the foreseeable future.

Q2.2. Further comments?

- Yes
- No

Q2.3. Comments

The law has changed since I did the legal evaluation for this collection, and the new law does create a federal streaming right in sound recordings. However, the nature of these particular recordings makes a claim very unlikely. They are not commercial recordings, and have never been commercialized.
Prioritization report generated, containing full evaluations & summary scoring sheet.

Evaluators meet to discuss summary scoring sheet. Consider and document changes. Integrate with in progress priorities.
<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
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<tbody>
<tr>
<td>Proposal</td>
<td>Rights &amp; Privacy</td>
<td>Collecting Priorities</td>
<td>Comprehensive Access</td>
<td>Underrepresented</td>
<td>Voices</td>
<td>User Community</td>
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<tbody>
<tr>
<td>Proposal</td>
<td>Funding Partnerships</td>
<td>Innovation Maintenance</td>
<td>Storage Costs</td>
<td>Description</td>
<td>Organization</td>
<td>Digitization Access</td>
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<td>3.0</td>
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Prioritization report generated, containing full evaluations & summary scoring sheet.

Evaluators meet to discuss summary scoring sheet. Consider and document changes. Integrate with in progress priorities.
September 2019 Prioritization

Review Meeting Date: September 23, 2019

Documents:
- September 2019 Scoring Matrix
- September 2019 Evaluation Comments Summary

All project proposals and evaluations can be found on the below linked JIRA ticket for each project.

Final Priority Order:
1. DCP-81 - Daily Progress OCR - ACQUIRED
2. DCP-59 - Virginia Folklife Society Collection - IN PROGRESS
3. DCP-179 - Madison Friendship Lodge Grand United Order of Odd Fellows Collection - IN PROGRESS
4. DCP-57 - James Murray Howard University of Virginia Historic Buildings and Grounds Collection - APPROVED
5. DCP-2 - August 11-12, 2017 Collection - APPROVED
6. DCP-66 - Board of Visitors Minutes - ACQUIRED
7. DCP-131 - Oral Histories from Race in Place - OPEN
8. DCP-177 - Fralin Greek Ceramics - PROPOSED
9. DCP-60 - Vickersy Architectural Image Collection - IN PROGRESS
10. DCP-1 - Cavalier Daily - APPROVED
11. DCP-3 - McKim, Mead and White Architectural Drawings, 1855-1907 - IN PROGRESS
12. DCP-150 - The Central Gazette - ACQUIRED
13. DCP-4 - Richard Guy Wilson Faculty Collection - ACQUIRED
14. DCP-7 - Dan Addison Photographs - APPROVED
15. DCP-151 - Leander McCormick Observatory Ledges - APPROVED
16. DCP-130 - James Edwin Maran Reollections of 19th Century Charlottesville - PROPOSED
17. DCP-88 - Library Annual Report - ACQUIRED

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<table>
<thead>
<tr>
<th>Proposal Name</th>
<th>Weighted Ranking</th>
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<tbody>
<tr>
<td>Daily Progress</td>
<td>1</td>
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<tr>
<td>Virginia Folklore Society</td>
<td>2</td>
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<tr>
<td>Madison Lodge</td>
<td>3</td>
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<td>James Murray Howard</td>
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<td>BOV Minutes</td>
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<td>Oral Histories from Race in Place</td>
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<td>Fralin 3D Greek Ceramics</td>
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<td>August 11-12</td>
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<td>Vickery Architectural Images</td>
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<td>Cav Daily</td>
<td>11</td>
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<td>McKim Meade &amp; White</td>
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<td>Central Gazette</td>
<td>12</td>
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<tr>
<td>Richard Guy Wilson</td>
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<td>Addison</td>
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<td>Observatory Ledgers</td>
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<td>Jarman</td>
<td>16</td>
</tr>
<tr>
<td>Library Annual Report</td>
<td>17</td>
</tr>
</tbody>
</table>

**Final Priority Order:**

1. **DCP-81** - Daily Progress OCR  
2. **DCP-59** - Virginia Folklife Society discs  
3. **DCP-179** - Madison Friendship Location Grand United Order of Odd Fellows Collection  
4. **DCP-57** - James Murray Howard University of Virginia Historic Buildings and Grounds Collection  
5. **DCP-2** - August 11-12, 2017 Collection  
6. **DCP-66** - Board of Visitors Minutes  
7. **DCP-131** - Oral Histories from Race in Place  
8. **DCP-177** - Fralin Greek Ceramics  
9. **DCP-60** - Vickery Architectural Image Collection  
10. **DCP-1** - Cavalier Daily  
11. **DCP-3** - McKim, Mead and White Architectural Drawings, 1895-1907  
12. **DCP-150** - The Central Gazette  
13. **DCP-4** - Richard Guy Wilson Faculty Collection  
14. **DCP-7** - Dan Addison Photographs  
15. **DCP-151** - Leander McCormick Observatory Ledgers  
17. **DCP-68** - Library Annual Report
FACTORS FOR SUCCESS

Leadership and focus

Flexibility to team realignment

Researching and articulating a vision as a team

Assigning numerical value to subjective criteria
PRIORITY LIST IN PRACTICE

- 2007-present: Searchable through dailyprogress.com (paywalls may apply)

Next steps:
- @Coleman, Rebecca Cooper (rac6f), @Roper, Jennifer O’Brien (jor2a), @Bariczak, Jeremy T (jtb4t), and @Boggs, Jeremy Kim (jkb2b) will meet with Errol Somay to discuss quality metrics and possibility of dovetailing this project with State Library’s NDNP participation.
- @Coleman, Rebecca Cooper (rac6f), @Roper, Jennifer O’Brien (jor2a), and @Boggs, Jeremy Kim (jkb2b) will meet with @Hennigan, David Ross (drh6m) to discuss funding possibilities once the project is a bit more scoped.
- @Deane, Christina M (cmm2t) will spec out the cost of in house and outsourced scanning from print.
- @Wilkinson, Elizabeth (ev8ff) will look into Special Collections future intent for collection this material.
- 10/11 update: subscription is paid for through Collections Management. Jennifer will follow up.
- @Boggs, Jeremy Kim (jkb2b) and @Durbin, Michael (mdw9z) will research the publisher’s previously available digital materials.

Individuals will work on these items and plan to check back in at the 11/5 meeting.
PRIORITY LIST IN PRACTICE

Addendum 2: Calendar

March 31, 2020
1609 slides digitized. Slides return to FMHP, images loaded into JSTOR Forum.

June 30, 2020
1609 slides digitized. Slides return to FMHP; images loaded into JSTOR Forum.
562 image descriptions input into JSTOR Forum.
Ca. 1500 image descriptions dating from 2013-2017 complete QC and published.

September 30, 2020
1609 slides digitized. Slides return to FMHP; Images loaded into JSTOR Forum.
562 image descriptions input into JSTOR Forum.

December 18, 2020
1609 slides digitized. Slides return to FMHP; images loaded into JSTOR Forum.
562 image descriptions input into JSTOR Forum.
562 images/descriptions complete QC and published.

March 31, 2021
1609 slides digitized. Slides return to FMHP; Images loaded into JSTOR Forum.
562 image descriptions input into JSTOR Forum.
562 images/descriptions complete QC and published.

June 30, 2021
1609 slides digitized. Slides return to FMHP; Images loaded into JSTOR Forum. Digitization Complete
562 image descriptions input into JSTOR Forum.
562 images/descriptions complete QC and published.

December 18, 2021
Iteration 2020?
Time for Discussion!

Jennifer O’Brien Roper
Director, Digital Strategies
jor2a@Virginia.edu