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3-23-2007

Managing Your First Digital Project: Lessons Learned

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Repository Citation

Lampert, C. K. (2007, March). Managing Your First Digital Project: Lessons Learned. Presentation at OASIS Conference, Reno, NV.

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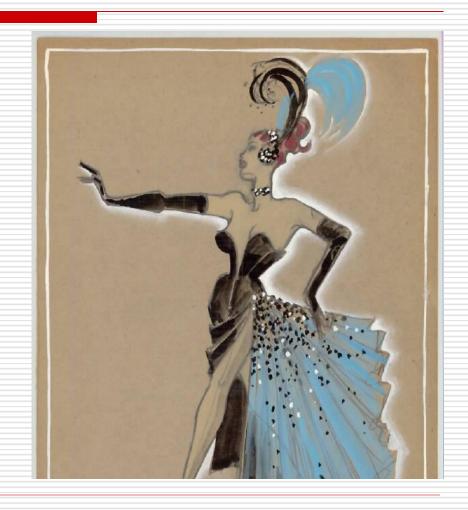
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Managing Your First Digital Project: Lessons Learned

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3/23/2007 OASIS Conference

Overview

- Evaluating where we are now
 - Know thyself
- Adventures in Digitization
 - Basic questions
 - Pitfalls to avoid
- Lessons to share
 - Seven tips
- Building for the future



Know thyself. Be realistic...

- Each institution has a unique culture, unique materials, unique challenges
- Every digitization program has a chronology
- Every digital project has a life-cycle
- Where UNLV is now
- □ Ready to start?

Let the adventure begin!



- Program planning ...then project planning
- Prioritization and selection of projects
- Identify the key people
- Ask at least 6 basic questions...
- Resources and best practices exist, "research globally and adapt locally".

6 Basic Questions-Project Proposals

- Rights
- Content
- User/Audience
- Resources
- Impact
- Long-term planning



Pitfalls to avoid

- Neglect planning and it will haunt you
- □ Bad communication can sink a project
- Don't over-commit (know thyself)
- □ Realize differences in culture exist
- Be brave enough to evaluate at the end and learn from your mistakes. digitization is an adventure!

Some tips for surviving...



- Planning and Outcomes
- Collaboration and Partnerships
- Selectivity and Scope
- Bibliographic Control and Access
- Digital AssetManagement andSystems
- Assessment and Evaluation

What's new at UNLV?

- Oral histories
 - Nevada Test Site oral history project
- CONTENTION customization
 - http://www.library.unlv.edu/showgirls/
- New metadata schemas (VRA) and restricted collections
- Continued program planning (structure and priorities)

Building for the future

- UNLV is committed to creating long-term shareable and reusable digital objects.
- UNLV is committed to exploring collaborations and partnerships.
- UNLV's program will continue to grow and mature in the coming years.



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