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Managing Your First Digital Project: Lessons Learned

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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 Asset Management and Systems
 - Assessment and Evaluation
-

What's new at UNLV?

- Oral histories
 - Nevada Test Site oral history project
 - CONTENTdm 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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