

7-23-2007

## Workflow at the UNLV University Libraries: A Digitization Program Grows Up

Cory K. Lampert

*University of Nevada, Las Vegas, cory.lampert@unlv.edu*

Follow this and additional works at: <https://digitalscholarship.unlv.edu/libfacpresentation>

 Part of the [Archival Science Commons](#)

---

### Repository Citation

Lampert, C. K. (2007, July). Workflow at the UNLV University Libraries: A Digitization Program Grows Up. Presentation at CONTENTdm Western User Group, Portland, OR.

Available at: <https://digitalscholarship.unlv.edu/libfacpresentation/80>

This Presentation is protected by copyright and/or related rights. It has been brought to you by Digital Scholarship@UNLV with permission from the rights-holder(s). You are free to use this Presentation in any way that is permitted by the copyright and related rights legislation that applies to your use. For other uses you need to obtain permission from the rights-holder(s) directly, unless additional rights are indicated by a Creative Commons license in the record and/or on the work itself.

This Presentation has been accepted for inclusion in Library Faculty Presentations by an authorized administrator of Digital Scholarship@UNLV. For more information, please contact [digitalscholarship@unlv.edu](mailto:digitalscholarship@unlv.edu).

explore, discover, collaborate, connect, inspire, innovate, create, celebrate, focus, reach, grow, achieve, learn, explore,  
discover, collaborate, connect, inspire, innovate, create, celebrate, focus, reach, grow, achieve, learn, explore, discover

# Workflow at the UNLV University Libraries: A Digitization Program Grows Up

Cory Lampert

Digitization Projects Librarian

[cory.lampert@unlv.edu](mailto:cory.lampert@unlv.edu)

CONTENTdm Western User Group

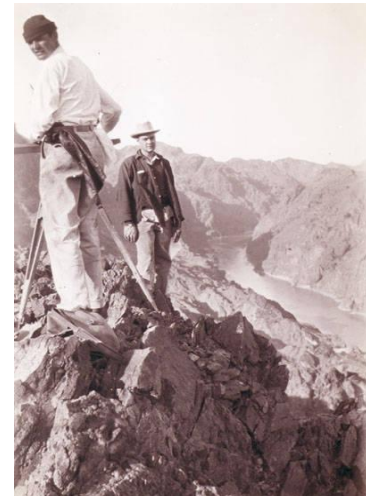
Portland, OR July 23-24, 2007

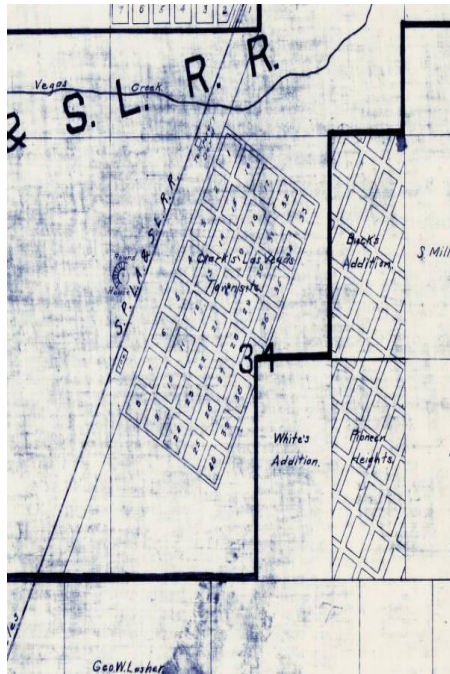
**University Libraries**

**UNLV**  
UNIVERSITY OF NEVADA LAS VEGAS

# Workflow defined

A **workflow** is a reliably repeatable pattern of activity enabled by a systematic organization of resources, defined roles, and information flows, into a *work process* that can be documented and learned. Source: Wikipedia  
<http://en.wikipedia.org/wiki/Workflow>





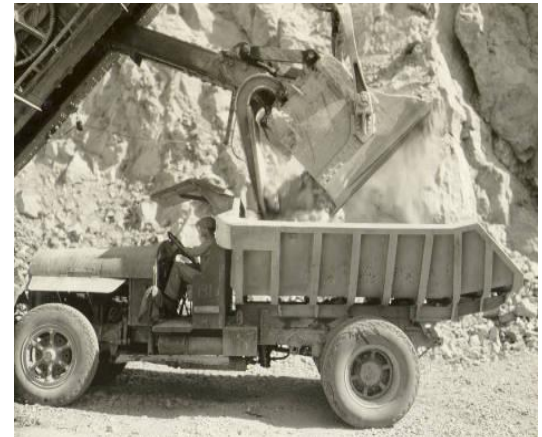
## Presentation Overview:

- ❖ Learning the importance of workflow (or...My First Year On the Job...)
- ❖ How we've approached workflow at UNLV, finding a path out of the mess!
- ❖ Questions for the future: centralized operations vs. relaxing control, quality vs. quantity, metadata?

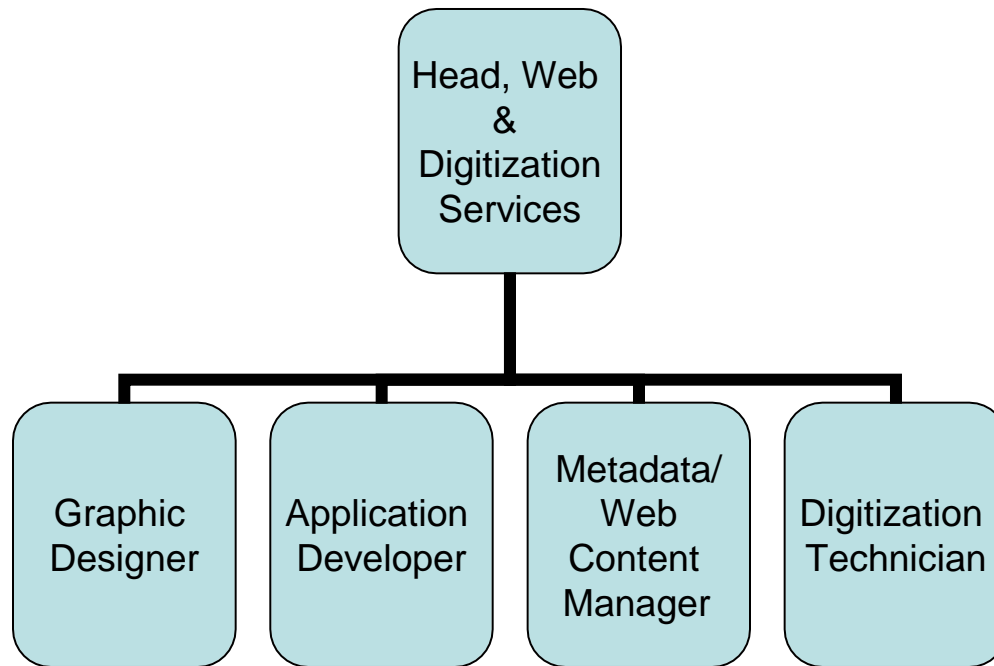
# Bad Workflow = Nightmares!

## Based on true story!

- ❖ If you can't find the materials, it is hard to do a project. (Resources)
- ❖ The third time is not a charm, staff who feel they are on a death march to finish a project are generally uncooperative. (Roles)
- ❖ Without a leader to translate between groups, collaborative projects fail (Information)
- ❖ Experimentation can be a good thing, or a curse.
- ❖ Though there may be exceptions, the project *should* probably end in your lifetime!

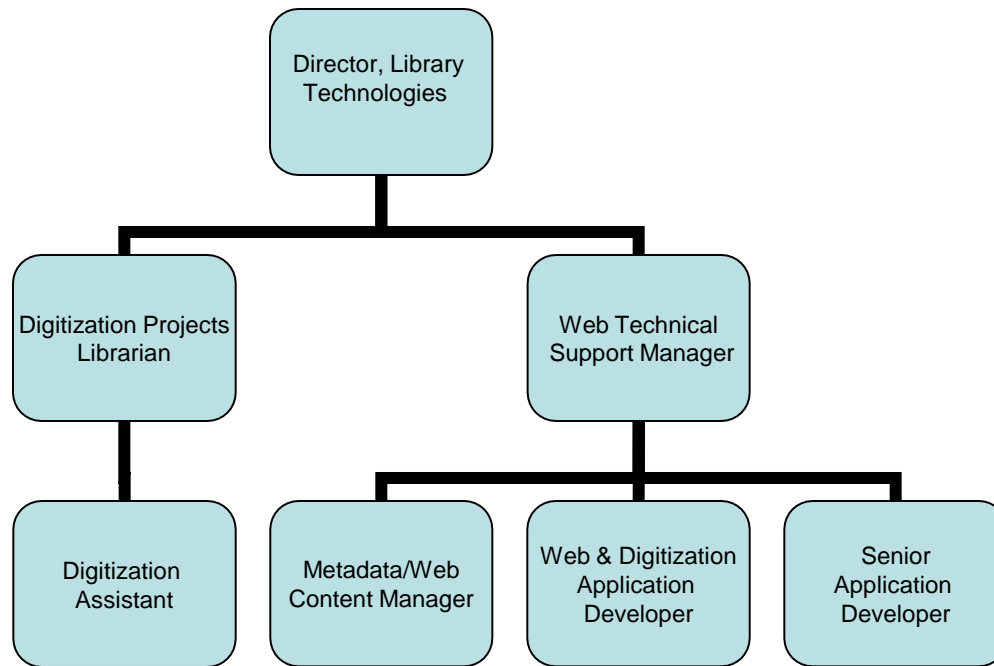


## Status: One year ago...



- ❖ 12 projects (?)
- ❖ Small-scale
- ❖ Not uniform in design, standards
- ❖ Spotty metadata
- ❖ No CONTENTdm expertise
- ❖ Lack of communication
- ❖ Stalled program

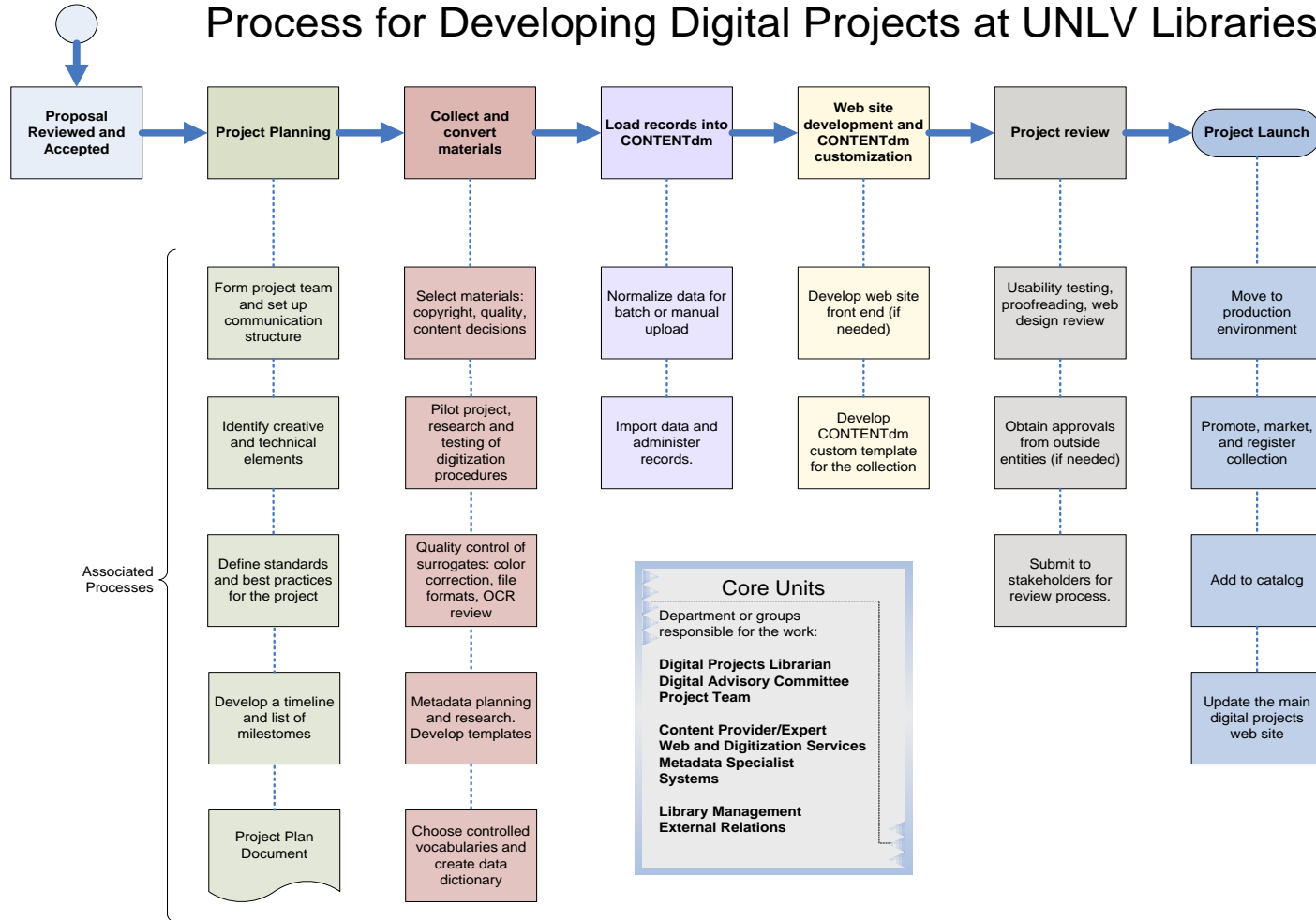
# Status: Today



- ❖ Reorganization
- ❖ New program philosophy
- ❖ DAC-priorities
- ❖ Project Teams
- ❖ CONTENTdm/ Project Manager
- ❖ Participatory decision-making
- ❖ 3 new campus collaborations

Proposal submitted

# Process for Developing Digital Projects at UNLV Libraries







## Major roles:

### Digitization Projects Librarian

- ❖ Project manager, entire lifecycle of the project.
- ❖ Possesses and develops expertise in the planning, creation, and administration of CONTENTdm collections
- ❖ Digitization Advisory Committee
  - ❖ Select projects for production
  - ❖ Prioritize multiple projects
  - ❖ Evaluate collaborative opportunities
- ❖ Project Teams
  - ❖ Conduct the work of the project (selection, scanning, metadata, loading records, web design)

# Project Team (sample)

## **Project Team:**

Digitization Projects Librarian

Digitization Technician/Indexer

Graphics/Multimedia Designer

Information Systems Specialist

Web Content/Metadata Manager

External Relations Specialist

Content Provider: Special Collections

Metadata Consultant: Special Collections  
Cataloger



# Collaborative workflow solutions



- ❖ One point person for projects
- ❖ Content guidelines
  - ❖ Serve many, not one
- ❖ Establishing standards
  - ❖ Digitization standards
  - ❖ Data import standards
  - ❖ Metadata standards
- ❖ Getting the technical pieces in place
  - ❖ Level of support, who, when?
  - ❖ Different systems/interoperability
  - ❖ Collaborative work space, IRs, and CONTENTdm

# Resources, roles, and information

**Resources:** We can always use more staff time, most work is “borrowed”. (Web design, metadata, cool features, etc.)

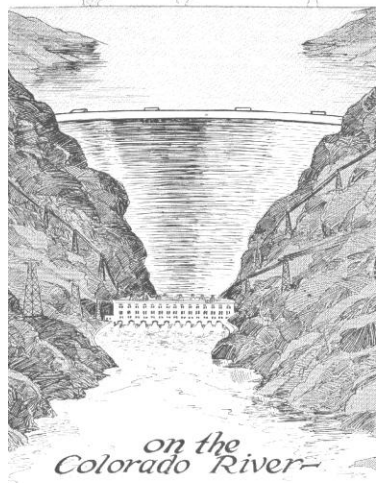
**Roles:** More visibility for technology staff, moving out of “support role”. New dynamic roles and management structure. Flexibility is key.

**Information:** Project manager who takes responsibility for the project, CONTENTdm. Main communicator for project.

**WorkFLOW**...reduce obstructions (lack of training, unrealistic expectations, politics, inertia)!



# Future challenges



*on the  
Colorado River—  
and the  
ALL-AMERICAN CANAL  
for  
Imperial and Coachella  
Valleys*

- ❖ Priorities (faculty/teaching)
- ❖ Centralized vs. distributed control
- ❖ The metadata problem
- ❖ Adding social tools/features
- ❖ Working with partners
- ❖ Converting legacy projects
- ❖ Grants/managing multiple high priority projects

explore, discover, collaborate, connect, inspire, innovate, create, celebrate, focus, reach, grow, achieve, learn, explore,  
discover, collaborate, connect, inspire, innovate, create, celebrate, focus, reach, grow, achieve, learn, explore, discover

Cory Lampert  
Digitization Projects Librarian  
University of Nevada, Las Vegas  
University Libraries

[cory.lampert@unlv.edu](mailto:cory.lampert@unlv.edu)

<http://www.library.unlv.edu/exhibits/>