

Digital Collaboration

Effective Partnerships & Repository Management

Suggestions for Effective Collaboration on Digital Projects

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Digital
Library



THE PORTAL TO
TEXAS HISTORY

Embark on a Voyage of Discovery

Initial Point of Contact

WHAT

- Types
- Requirements



WHEN

- Deadlines
- Preparation



WHO

- Components
- Number of Collaborators
- Staffing



WHY

- Purpose
- Metadata



WHERE

- Transportation



HOW

- System Requirements



Communication!

Be on the same page

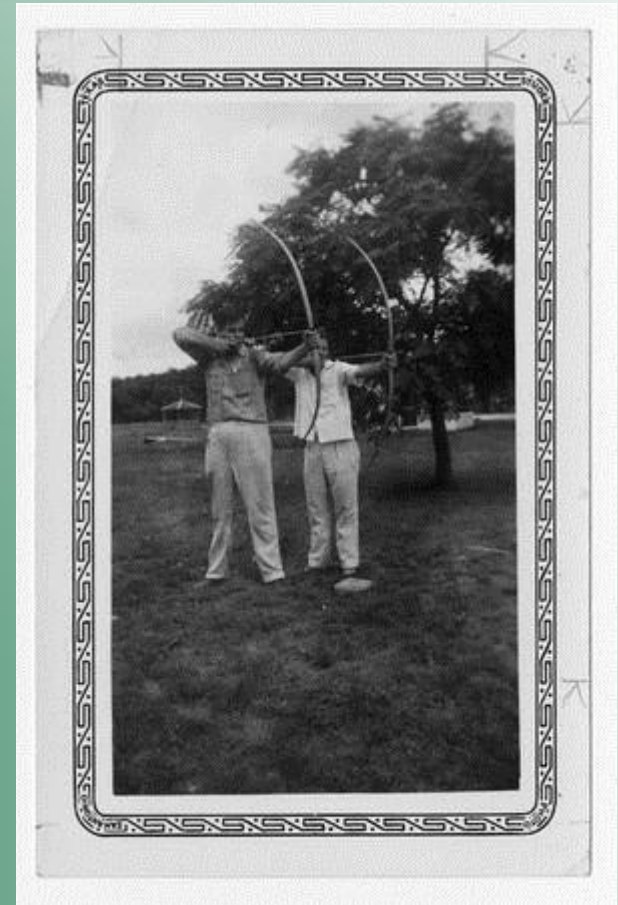
- Standards
- Philosophies
- Workflow



Practical Considerations

Preparation is key

- Unique Identifiers
- Inventories
- Accuracy



We have forms!

- Shipping List and Inventory
 - serials, items, books
- Metadata Requests
- Partner/Collection Descriptions

End of Project