Digital Collaboration

Effective Partnerships & Repository Management
Suggestions for Effective Collaboration on Digital Projects

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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