



ADVENTURES IN DIGITIZATION:

A new librarian shares five hard-earned tips to avoid project management pitfalls


MISSION: YOU'VE BEEN ASKED TO WORK ON A PROJECT. WHERE DO YOU BEGIN?




TIP 1: EXUBERANCE AT THE ONSET IS A SIGN THAT YOU ARE GOING TO NEED A THOUGHTFUL PLAN.




TIP 2: COLLABORATION MEANS THAT YOU WILL PROBABLY HAVE TO WORK WITH SOMEONE DIFFICULT ALONG THE WAY- TALK TO KEY PEOPLE EARLY ON IN THE PROCESS.



TIP 3: SO WHAT IF YOU DIDN'T SIGN ON AS A CATALOGER? METADATA IS STILL GOING TO CONSUME YOUR WAKING LIFE. YES, IT IS IMPORTANT.



TIP 4: THERE IS NO PERFECT SYSTEM. IF YOU ARE RESPONSIBLE FOR OVERSEEING THE RECORDS (IN SAY, CONTENTDM), UNDERSTAND AND ADVOCATE FOR WHAT YOU'VE GOT.



TIP 5: THE PROJECT NEEDS TO END IN YOUR LIFETIME. EVALUATE, MAKE CHANGES, AND THEN CELEBRATE. THERE IS ALWAYS TIME FOR PHASE 2.

ABSTRACT: Many institutions are feeling pressure to embark on digitization projects to provide greater access and visibility to their unique materials. Digitization initiatives have numerous benefits, but they can also drain staff time and resources if they are not planned and prioritized well. As new librarians are hired into increasingly technical entry-level positions, they are often expected to contribute to or lead digitization projects requiring a diverse skill set. Learn five key tips to help recent grads and new digital project managers to avoid pitfalls. Topics will include: the importance of the planning process, involving key people at the right time, never underestimating the challenges of metadata, learning to love the tools at hand (the CONTENTdm digital media management system will be discussed), and successfully launching a completed project.

STRATEGY:

- COMMUNICATION IS STILL THE MOST IMPORTANT TOOL OF THE TRADE
- MARSHAL RESOURCES INTERNALLY AND EXTERNALLY
- TAP THE COMMUNITY KNOWLEDGE BASE
- PARTICIPATE IN INFORMATION-SHARING

IN THE WORLD OF DIGITIZATION WE ARE ALL LEARNING FROM EACH OTHER!

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