

Action Plan for a Collections As Data Project:

To Encourage Computational Use of the Organization's Cultural Heritage Data

Priority Goal #1	Benchmarks	Persons Responsible	Timeline	Services and Resources Needed
<i>Define the overall project</i>	<p><i>A written statement is drafted and shared with potential partners</i></p> <p><i>A shared repository is selected and established</i></p>	<p><i>Autry's Digitization Team Leader</i></p> <p><i>IT Staff, Autry's Digitization Team Leader</i></p>		<p><i>If repository is not hosted on site, may need subscription to hosting service</i></p>

Priority Goal #2	Benchmarks	Persons Responsible	Timeline	Services and Resources Needed
<i>Identify potential partners</i>	<p><i>Using the written statement, potential partners within the department are contacted and invited to join the Collections as Data Team</i></p> <p><i>Using the written statement, potential partners in other departments are contacted and invited to join the Collections as Data Team</i></p> <p><i>List of Team Members is posted on shared repository</i></p>	<p><i>Autry's Digitization Team Leader</i></p> <p><i>Autry's Digitization Team Leader</i></p> <p><i>Autry's Digitization Team Leader</i></p>		

Priority Goal #3	Benchmarks	Persons Responsible	Timeline	Services and Resources Needed
<i>Conceptualize the project as list of action steps</i>	<i>Action steps are clearly outlined and posted to the shared repository</i>	<i>Autry's Digitization Team Leader, Cataloger, Metadata Specialist</i>		

Priority Goal #4	Benchmarks	Persons Responsible	Timeline	Services and Resources Needed
<i>Define areas of responsibility</i>	<p><i>Team members are assigned to each action step.</i></p> <p><i>Updated action plan posted on shared repository</i></p>	<p><i>Autry's Digitization Team Leader</i></p> <p><i>Autry's Digitization Team Leader, IT Staff</i></p>		

Action #1	Benchmarks	Persons Responsible	Timeline	Services and Resources Needed
<i>Review the language of your organization's collection deeds of gift or purchase agreements</i>	<i>Documents have been reviewed by project team</i> <i>Documents have been reviewed by Administration staff</i> <i>Documents are posted to the shared repository</i>	<i>Autry's Digitization Team Leader, Director of Collections</i> <i>Administration staff</i> <i>IT Staff</i>		

Action #2	Benchmarks	Persons Responsible	Timeline	Services and Resources Needed
<i>Review your organization's rights statements and license statements</i>	<i>Documents have been reviewed by project team</i> <i>Documents have been reviewed by Rights and Reproduction staff</i> <i>Documents are posted to the shared repository</i>	<i>Autry's Digitization Team Leader, Director of Collections</i> <i>Rights and Reproductions Staff</i> <i>IT Staff</i>		

Action #3	Benchmarks	Persons Responsible	Timeline	Services and Resources Needed
<i>Define relevant terminology</i>	<i>Glossary of terms is drafted</i> <i>Glossary of terms is reviewed by Team Members</i> <i>Glossary of terms is posted to the shared repository</i>	<i>Metadata Specialist, Collections Database Administrator, Autry's Digitization Team Leader</i> <i>Autry's Digitization Team</i> <i>IT Staff, Autry's Digitization Team</i>		

Action #4	Benchmarks	Persons Responsible	Timeline	Services and Resources Needed
<i>Survey or inventory current data holdings, including an evaluation of existing metadata</i>	<i>Survey instrument chosen and applied</i> <i>Survey results summarized</i> <i>Results of survey posted to the shared repository</i>	<i>Collections Database Administrator, Metadata Specialist, Autry's Digitization Team Leader</i> <i>Metadata Specialist</i> <i>IT Staff</i>		

Action #5	Benchmarks	Persons Responsible	Timeline	Services and Resources Needed
<i>Identify potential users of the datasets by referring to previous statistics or considering a potential research outcome</i>	<i>List of potential users is created</i>	<i>Autry's Digitization Team Leader, Reference staff, Curators</i>		

Action #6	Benchmarks	Persons Responsible	Timeline	Services and Resources Needed
<i>Based on export capabilities of the source database, and known standards, select file format(s) for published dataset</i>	<i>File format is selected. Documentation of all decisions is included in a README file</i>	<i>Collections Database Administrator, IT Staff Autry's Digitization Team Leader</i>		

Action #7	Benchmarks	Persons Responsible	Timeline	Services and Resources Needed
<i>Based on the survey results, and potential users, identify a discrete dataset, one that is intentionally useful in terms of size and complexity</i>	<i>Search criteria for dataset is established Dataset within original database is identified Documentation of all decisions is included in a README file</i>	<i>Autry's Digitization Team Leader, Metadata Specialist Collections Database Administrator Autry's Digitization Team Autry's Digitization Team Leader</i>		

Action #8	Benchmarks	Persons Responsible	Timeline	Services and Resources Needed
<i>Address any ethical or cultural sensitivity issues in your selected dataset</i>	<i>Review your organization's ethics policies to assure compliance Private data and culturally sensitive data is protected Documentation of all decisions is included in a README file</i>	<i>Autry's Digitization Team Leader, Collections Management, Curators, NAGPRA Specialist Autry's Digitization Team Leader, Metadata Specialist Autry's Digitization Team Leader</i>		

Action #9	Benchmarks	Persons Responsible	Timeline	Services and Resources Needed
<i>Select appropriate controlled vocabularies for the dataset</i>	<i>Based on the subjects covered by the dataset, specific controlled vocabularies are selected Documentation of all decisions is included in a README file</i>	<i>Metadata Specialist, Cataloger Metadata Specialist</i>		

Action #10	Benchmarks	Persons Responsible	Timeline	Services and Resources Needed
<i>Select, edit, and prepare the metadata for inclusion in the dataset</i>	<p><i>Data fields are selected, including Key Field (URI is built off of key field)</i></p> <p><i>Metadata content for each field is standardized</i></p> <p><i>Metadata in each field is cleaned to specified level</i></p> <p><i>Documentation of all decisions is included in a README file</i></p>	<p><i>Metadata Specialist, Cataloger</i></p> <p><i>Metadata Specialist</i></p> <p><i>Metadata Specialist, Cataloger</i></p> <p><i>Metadata Specialist</i></p>		

Action #11	Benchmarks	Persons Responsible	Timeline	Services & Resources Needed
<i>Export and quality check the dataset</i>	<p><i>Dataset successfully is exported from the database</i></p> <p><i>Export file is quality checked via data profiling to discover inconsistencies and anomalies.</i></p>	<p><i>Database Administrator</i></p> <p><i>Autry's Digitization Team Leader</i></p>		

Action #12	Benchmarks	Persons Responsible	Timeline	Services and Resources Needed
<i>Select license for use and reuse of dataset</i>	<i>Appropriate Creative Commons license is selected</i>	<p><i>Autry's Digitization Team Leader</i></p> <p><i>Administration Staff</i></p> <p><i>Rights and Reproductions Staff</i></p>		

Action #13	Benchmarks	Persons Responsible	Timeline	Services and Resources Needed
<i>Publish the dataset</i>	<i>Files are available on the shared repository</i>	<i>IT Staff</i>		

Action #14	Benchmarks	Persons Responsible	Timeline	Services and Resources Needed
<i>Update and publish the README file</i>	<p><i>Insure most recent documentation of decisions and policies is included in README file</i></p> <p><i>Notice of selected license is published in the README file</i></p> <p><i>Upload the file(s) to shared repository</i></p>	<p><i>Autry's Digitization Team Leader</i></p> <p><i>IT Staff</i></p> <p><i>IT Staff</i></p>		

Action #15	Benchmarks	Persons Responsible	Timeline	Services and Resources Needed
<i>Inform users of the availability of the dataset</i>	<i>Organization's web site is updated with information about the dataset and how to access it.</i> <i>Press Release describing the Collections As Data project is written and released</i> <i>Full citation information is entered into the README file</i>	<i>Web Master</i> <i>Marketing Staff</i> <i>Autry's Digitization Team Leader</i>		

Action #16	Benchmarks	Persons Responsible	Timeline	Services and Resources Needed
<i>Track views and usage of dataset</i>	<i>Tracking tool is selected</i> <i>Regular reports are generated</i> <i>Reports are shared with entire Collections as Data Team</i>	<i>Web Master</i> <i>IT Staff</i> <i>IT Staff</i> <i>Collections as Data Team Leader</i>		

Action #17	Benchmarks	Persons Responsible	Timeline	Services and Resources Needed
<i>As data in source database is updated, export and publish the new dataset</i>	<i>Schedule is set for dataset export</i> <i>Decision is made to replace first dataset or add the new datasets</i> <i>New dataset is published on shared repository</i>	<i>Database Administrator</i> <i>Autry's Digitization Team Leader</i> <i>IT Staff</i>		