Lowcountry Digital Library Workflow
January 2013

Step 1: Selection
Collection is selected, LCDL is contacted and project is discussed

Step 2: Digitization
Collection is scanned at LCDL by LCDL staff
Collection is scanned in house by partner or LCDL staff (when available)

Step 3: Storage & Preservation
Digital files are uploaded to LCDL storage server

Step 4: Metadata Creation
Metadata is created by LCDL from digital files
Metadata is created by partner and sent to LCDL for review

Step 5: Ingestion & Display
Metadata and display images are ingested into LCDL
LCDL generates display and thumbnail sized jpegs for display in LCDL