# **Lowcountry Digital Library Workflow**

### **STEP 1: SELECTION**

Collection is selected. LCDL is contacted and project is discussed.



### **STEP 2: DIGITIZATION**

Collection is scanned by partner at their institution.

Collection delivered to LCDL and scanned in LCDL lab.

### **STEP 3: ACCESS FILES**

Access files (jpegs) are generated from the master files (tiffs).



### **STEP 4: METADATA CREATION**

Metadata is created by partner and sent to LCDL for review.

Metadata is created by LCDL.



### **STEP 5: SHARE FILES**

Partner shares tiffs, jpegs, metadata, and collection homepage description with LCDL.

LCDL sends files to partner for storage/preservation.
Partner sends collection homepage description.



## **STEP 6: INGEST AND DISPLAY**

LCDL ingests display images and metadata into LCDL.

New collection complete!

