Figure 1. Simplified version of model digital collections workflow. (The quality control checkpoints are not shown here.)

Approve

Digital Initiatives Librarian finalizes collection configuration

Digital Initiatives Librarian uploads to repository

BMS staff members upload to repository

BMS staff members create metadata

Digital Initiatives Librarian and Head of BMS/Metadata Librarian finalize metadata profile

Digital Initiatives Librarian & Digital Production Unit: Project preparation and digitization

Reject

Digital Projects Committee evaluates proposal

Digital collection proposal