

Establishing collections via interdepartmental collaboration



Getting Started

1. Identify the stakeholders and contact them
2. Determine what you need from them, and what they need from you
3. Maintain contact throughout the project

I was in charge of creating and compiling metadata on the materials being digitized. I needed to know what the metadata should look like and what needed to be accomplished to get the materials ready for processing.

Four groups involved:

- International Area Studies Unit or IASU (Subject librarian who purchased the materials and initiated the project)
- University of Wisconsin Digital Collections Center or UWDC (which digitized and hosts the digital objects)
- Special Collections (which houses the physical materials)
- Digital Metadata Strategies Librarian

After meeting with all the above groups, I worked on organizing the metadata and obtaining support from the academic faculty.

Metadata

According to the UWDC director and the digital metadata strategies librarian:

- The UWDC website could support bilingual
- The website could not support planned collection- and series-level metadata
- I should add photographs of each item to the metadata to help non-Japanese speakers match metadata to digital images

The final document was reviewed by my supervisor and given to UWDC staff.

Obtaining Faculty Support

All that was required was a simple email voicing support for specific materials.

1. Identified faculty members whose areas of research and teaching would be aided by the materials proposed for digitization
2. Contacted them; explained the purpose of the project, the proposed materials, requested support, explained how to provide letters of support.

Lessons Learned

- Important to have all stakeholder's input before beginning work
- When meeting with colleagues or stakeholders, determine ahead of time what they need from you and what you need from them
- Coordinating takes a long time, so be sure to plan in advance for delays