

APPENDIX F: PRODUCTION PLAN

(See also, Appendix C)

1. Collection survey
 - 1.1. Collect data on relevant archival holdings of participating institutions
 - 1.2. Outsource EAD markup of existing finding aids
 - 1.3. Create at least collection-level EAD and OAI records for collections without finding aids
 - 1.4. Liaison with repositories on selection and intellectual property/privacy issues
2. EAD database
 - 2.1. Design XSL stylesheet for layout of finding aids
 - 2.2. Convert EAD to HTML
 - 2.3. Upload HTML to public directory
 - 2.4. Index finding aids in database
 - 2.5. Press release and e-publicity
3. Selection
 - 3.1. Establish selection guidelines
 - 3.2. Description of collections, including division into series for metadata
 - 3.3. Selection of specific items for digitization
4. Intellectual Property/Privacy Rights Resolution
 - 4.1. Identify potential copyright/privacy issues for each selected item
 - 4.2. Locate rights holders and document search for rights holders
 - 4.3. Contact rights holders and request permission to publish online
 - 4.4. Attach a copyright statement and watermarks of repository logos to each digital surrogate
 - 4.5. Post names of rights holders who couldn't be contacted on IP/Privacy website in a final attempt to allow rights holders to contact the project director with objections to digital access
 - 4.6. Provide key rights holders with an opportunity to review digital assets before they are made generally available
 - 4.7. Remove materials to which individual with a valid copyright or privacy claim object to public access
 - 4.8. Provide historical context and statement of purpose and points of view
5. Digitization
 - 5.1. Capture
 - 5.1.1. Scan, digitally photograph, OCR, and/or transcribe materials (master files)
 - 5.1.2. Record production metadata
 - 5.1.3. Make access files, embedding copyright/ownership watermark

- 5.2. Create metadata
 - 5.2.1. Create Dublin Core records for each item
 - 5.2.2. Assign subject name headings using controlled subject vocabulary
 - 5.2.3. Create Hyperion orgunits
 - 5.2.4. Input metadata into Hyperion
 - 5.2.5. Imbed metadata into XML files
- 5.3. Markup
 - 5.3.1. Design XSL stylesheet for layout of text and images
 - 5.3.2. Encode text with TEI elements
 - 5.3.3. Integrate Dublin Core metadata with text and/or images into XML document utilizing the Resource Description Framework (RDF)
6. Union Database
 - 6.1. XML to HTML Transformation
 - 6.2. Link Hyperion metadata records with HTML files
 - 6.3. Upload access images and HTML to public directory
 - 6.4. Final round of quality control
 - 6.5. Release for public viewing
 - 6.6. Press release and e-publicity
7. Metadata Sharing
 - 7.1. Ongoing additions of *Civil Rights in Mississippi Thesaurus*
 - 7.2. Creation of authority records for submission to the Library of Congress as part of the Name Authority Cooperative (NACO)
 - 7.3. Participation in AmericanSouth.org metadata harvesting project (using OAI protocol)
 - 7.4. Participation in IMLS-funded OAI effort
8. Preservation
 - 8.1. Master images and descriptive records stored by each repository
 - 8.2. XML files, and XSL stylesheets stored by USM
 - 8.3. All digital files also stored in a central offline archival storage system, including DVD and magnetic tape backups