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# Open the Floodgates

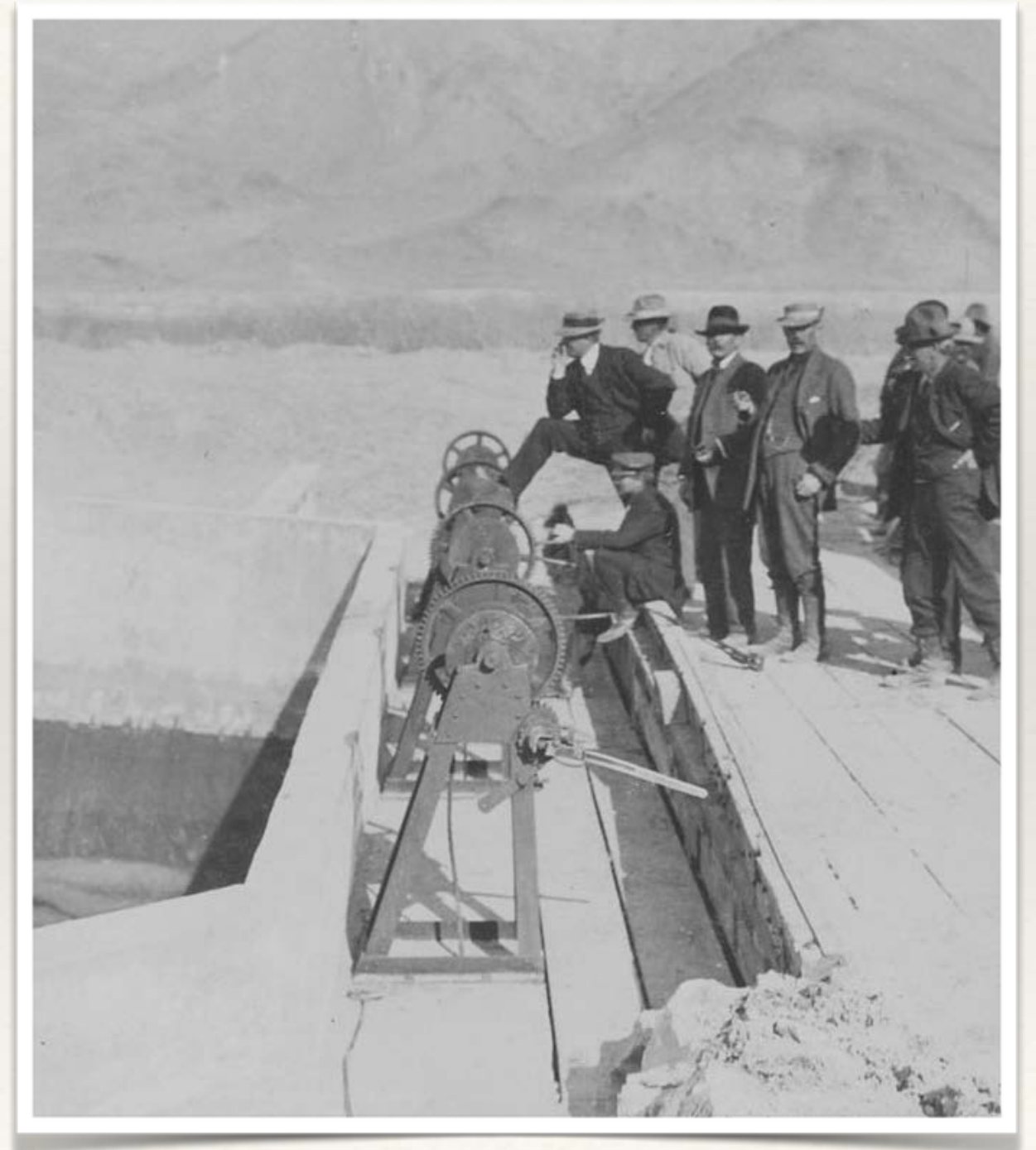
Using the Los Angeles  
Aqueduct Digitization Project  
as a stimulus for developing a  
Digital Library Program

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# Collaboration

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- ❖ Identify the core functional areas essential to the success of your project.
- ❖ Reach out to departments with the necessary expertise.
- ❖ Formulate a project team of key players.





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# Documentation

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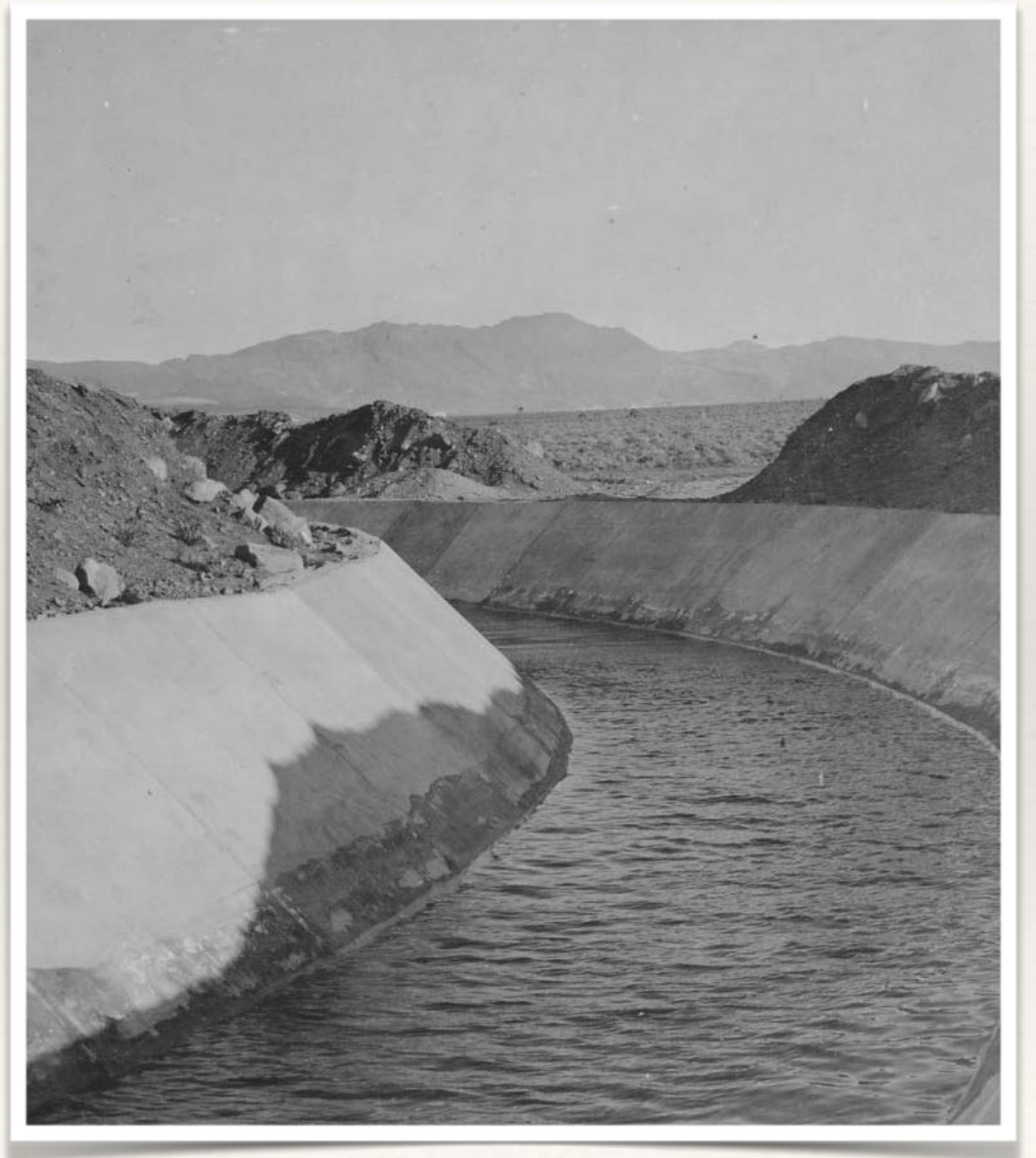
- ❖ Utilize nationally accepted standards.
- ❖ Review and repurpose documentation from other institutions.
- ❖ Good documentation allows for repeatable processes.

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# Workflow

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- ❖ Address each step of the process from start to finish.
- ❖ Create a workflow visualization (*e.g.*, swim lane diagram).
- ❖ Coordinate and communicate with team members.
- ❖ Be flexible!



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# Outcomes

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8 individuals...from 4 departments...over the course of 120 days

- ❖ 7,000 unique items from 15 archival collections
- ❖ 1,000 pages of content from 15 published works

All preserved digitally with full metadata and made available online to researchers worldwide.

And for UC Riverside perhaps the greatest accomplishment...

- ❖ The foundation of our Digital Library Program was established.



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# Advice to the Uninitiated

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- ❖ Invest in project management software.
- ❖ Hold regular meetings.
- ❖ Ensure adequate staffing.
- ❖ Provide necessary training.
- ❖ Create and test guidelines/workflows in advance.
- ❖ Trust and empower the project staff!

“There it is. Take it.”

*–William Mulholland*