# NDNP Awardee Workplans

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# Variable Workplans and Lessons Learned

- – Contract all
- – Contract some
- – All in-house
- Efficiencies and economic models
- Predictable and sustainable processes

# Content Selection

- How long will it take?
- When will you start?
- Certainty
- When reels selected, get barcodes from LC
- Request access to LC collections as necessary

# Vendor Selection

- Past experience
- How long will it take?
- When will you start?
- Certainty
- Legacy data differences

# Creation of Sample Data

- 1 reel
- Range of film quality, if possible
- Your QR of Sample Data
- LC's acceptance of your Sample Data
- Legacy data differences

# Towards Production

- Plan for learning curves
- 100% verification initially
- Your name on every image

# Full Production

- Pacing – State Level
- Pacing – LC
- Legacy data
- Tracking
  - Vendors
  - In-house
  - LC

# Delivery Batches

- Validated assets
  - TIF, JP2, PDF, OCR, Metadata
- XML Batch file
- Title essays

# Delivery Media

- Hard Drives
- Internet 2 (I2)

Mail and the U.S. Government

- Use trackable mechanisms (UPS, FedEX)

- Anticipate delivery delays

- Recommended use of durable containers and/or shockproof hard drives

# Delivery of Duplicate Negs

- Ship to LC at the conclusion of the grant (May 2007)

- Ship to separate facility (avoid irradiation) – address to be posted later