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## APPENDIX A: Update Cycle

TO: Digital project content contributors

FR: Head, Digital Content Group, UWDC Center

RE: Revisions to digital content/projects

Please be advised that the UWDC Center has implemented a new policy pertaining to the revision of content once it has gone into production in the Libraries digital collections.

In the past, we have made every effort to make editorial changes as they were discovered and requested. However, even simple changes to your data are time-consuming to make and involve various staff to implement on the production side. Thus, for all existing and future content that goes into production, editorial revisions will be made only during update periods that are scheduled to take place twice each year. This change in procedure is necessary in order to insure our ability to meet future deadlines. The timeframe is based on projected need for updated material at the start of each semester. As always, major structural problems such as broken links will be fixed as they are discovered.

Collections and materials in production will be updated by the UWDC Center on a biannual basis. Updates include: changes to existing record data, addition of new records, and changes to a collection's static html pages (if applicable). If the content contributor maintains their own data set, they may make changes year round, but those changes will not be reflected in the online version until they are moved to production during a scheduled cycle. If the UWDC Center maintains a collection's data set, any changes desired by the content contributor will be made only during scheduled update cycles.

The content contributor (as determined in the collection assessment) will be considered the person responsible for data updates and will be the individual contacted by UWDC Center staff regarding updates. It is the content contributor's responsibility to contact the UWDC Center if they have passed the duties on to someone else.

**The update schedule is as follows:****Cycle One:**

Update notice sent to content contributors *August 1<sup>st</sup>*  
Updates accepted by UWDC Center *August 1<sup>st</sup>-September 15<sup>th</sup>*  
Updates completed by *October 15<sup>th</sup>*

Any updates received by UWDC Center after September 15<sup>th</sup> will be completed in the next update cycle.

**Cycle Two:**

Update notice sent to content contributors *December 15<sup>th</sup>*  
Updates accepted by UWDC Center *December 15<sup>th</sup>-February 1<sup>st</sup>*  
Updates completed by *March 1<sup>st</sup>*

Any updates received by UWDC Center after February 1<sup>st</sup> will be completed in the next update cycle.

If you have questions or concerns, please contact Amy Rudersdorf at 608/265-8738 or email [arudersdorf@library.wisc.edu](mailto:arudersdorf@library.wisc.edu)