

## Checklist for project coordinators

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- Sign and deliver Memo of Understanding to UW
- Complete selection of materials
- Complete metadata by deadline in MOU
- Deliver objects to be reformatted to UW
- Metadata DC.Identifier must be indicated with each related physical object
- Write about file
  - Scope and content note describing the collection (1 to 3 paragraphs)
    - Must be static information (this information will not be updated)
  - Contact information including link(s) to participating institutions
  - Image that represents the collection (must be selected from the collection)
    - Will be used on About page
    - Will be used as Canned search image
  - 3-5 subject searches for About page
    - For multimedia collections, if you have a subject search “building,” the term “building” must be a subject term in your records
    - Select a representative image for each subject search
- Quality control
- Email confirmation that collection is ready for public release
- Promotion