

Project Steps Checklist for Portal Model 1 Partners

In this model, you are responsible for providing information about your collection, and preparing and shipping your materials. We scan your items, create metadata, and process, upload, and digitally preserve your final content.

Here is a checklist of steps for you to complete before your project begins:

Before the project begins

- Work with your Portal contact to determine feasibility and costs
- Complete the **Project Agreement** and/or **Online Rights Agreement**

Prepare your collection for digitization

- Assign unique identifiers
- Complete an item-level inventory and prepare the packing list(s) appropriate for your project, using the **Packing List for Books Form**, the **Packing List for Serials Form**, and/or the **Packing List for Other Items Form**

Tell us more about your collection

- Communicate your metadata preferences to us using the **Metadata Request Form**
- Prepare descriptions of your institution and collection on the **Display Information Form**

Prepare your materials for delivery

- Following the packing and shipping instructions, pack your materials and label your boxes consistently using the **Box Labels Form**
- Ship or deliver your materials to the Digital Projects Lab

Links

The forms and agreements for Portal Model 1 Partners are available at <http://www.library.unt.edu/digital-projects-unit/forms-portal-partners#partner-model-1-forms-1>.

More information for partners is at <http://www.library.unt.edu/digital-projects-unit/portal-partners>.