

Project Steps Checklist for Portal Model 2 Partners

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

Here is a checklist of steps for you to complete before your 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**
 - Complete the **Metadata Super-Template Form**
 - Prepare descriptions of your institution and collection on the **Display Information Form**
 - 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

Here is a checklist of steps for you to complete after your project is uploaded into the Portal:

- Create metadata records that comply with our Input Guidelines
- Submit your first ten records to the Digital Projects Lab for review
- Make any corrections required by the Lab and then create metadata records for your remaining items. If you have fewer than 500 items, try to complete your metadata within 6 months. If you have more than 500 items, try to complete your metadata within 1 year.

The forms and agreements for Portal Model 2 Partners are available at

<http://www.library.unt.edu/digitalprojects/for-our-partners/portal-partners/forms#partner-model-2-forms>.

More information for partners is at <http://www.library.unt.edu/digitalprojects/for-our-partners/portal-partners>.