Curator Log prompt for scientific images workshop

There are many examples of curator logs, including [this one](#) from Cornell University Library. Use it as a template, or create your own.

The curator log is used to record significant treatments or actions applied to the dataset. This is for *your own archival record keeping.*

Key ethical considerations,

- Document that disclosure risk review has taken place. State if changes from original data have been made, but do not give enough detail on changes to reverse-engineer any anonymization.
- Include consent (or waiver) and/or IRB approval of sharing with administrative documentation. A good resource is the DCN [Curation of Data Collected by Informed Consent primer](#).

Your curator log should include,

- Accessioning & deposit records (names, dates, contact information, submission agreements, etc.)
- Repository collection metadata
- Provenance logs (changes by curators in the Transform step)
- Service workflow for each step
- Correspondences and other interactions
- Preservation packaging, if any
- Any additional requirements at your institution