**Action Plan for a Collections As Data Project:**

**To Encourage Computational Use of the Organization’s Cultural Heritage Data**

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| **Priority Goal #1** | **Benchmarks** | **Persons Responsible** | **Timeline** | **Services and Resources Needed** |
| *Define the overall project* | *A written statement is drafted and shared with potential partners*  *A shared repository is selected and established* | *Autry’s Digitization Team Leader*  *IT Staff, Autry’s Digitization Team Leader* |  | *If repository is not hosted on site, may need subscription to hosting service* |

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| **Priority Goal #2** | **Benchmarks** | **Persons Responsible** | **Timeline** | **Services and Resources Needed** |
| *Identify potential partners* | *Using the written statement, potential partners within the department are contacted and invited to join the Collections as Data Team*  *Using the written statement, potential partners in other departments are contacted an invited to join the Collections as Data Team*  *List of Team Members is posted on shared repository* | *Autry’s Digitization Team Leader*  *Autry’s Digitization Team Leader*  *Autry’s Digitization Team Leader* |  |  |

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| **Priority Goal #3** | **Benchmarks** | **Persons Responsible** | **Timeline** | **Services and Resources Needed** |
| *Conceptualize the project as list of action steps* | *Action steps are clearly outlined and posted to the shared repository* | *Autry’s Digitization Team Leader, Cataloger, Metadata Specialist* |  |  |

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| **Priority Goal #4** | **Benchmarks** | **Persons Responsible** | **Timeline** | **Services and Resources Needed** |
| *Define areas of*  *responsibility* | *Team members are assigned to each action step.*  *Updated action plan posted on shared repository* | *Autry’s Digitization Team Leader*  *Autry’s Digitization Team Leader, IT Staff* |  |  |
| **Action #1** | **Benchmarks** | **Persons Responsible** | **Timeline** | **Services and Resources Needed** |
| *Review the language of your organization’s collection deeds of gift or purchase agreements* | *Documents have been reviewed by project team*  *Documents have been reviewed by Administration staff*  *Documents are posted to the shared repository* | *Autry’s Digitization Team Leader, Director of Collections*  *Administration staff*  *IT Staff* |  |  |

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| **Action #2** | **Benchmarks** | **Persons Responsible** | **Timeline** | **Services and Resources Needed** |
| *Review your organization’s rights statements and license statements* | *Documents have been reviewed by project team*  *Documents have been reviewed by Rights and Reproduction staff*  *Documents are posted to the shared repository* | *Autry’s Digitization Team Leader, Director of Collections*  *Rights and Reproductions Staff*  *IT Staff* |  |  |

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| **Action #3** | **Benchmarks** | **Persons Responsible** | **Timeline** | **Services and Resources Needed** |
| *Define relevant terminology* | *Glossary of terms is drafted*  *Glossary of terms is reviewed by Team Members*  *Glossary of terms is posted to the shared repository* | *Metadata Specialist,*  *Collections Database Administrator, Autry’s Digitization Team Leader*  *Autry’s Digitization Team*  *IT Staff, Autry’s Digitization Team* |  |  |

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| **Action #4** | **Benchmarks** | **Persons Responsible** | **Timeline** | **Services and Resources Needed** |
| *Survey or inventory current data holdings, including an evaluation of existing metadata* | *Survey instrument chosen and applied*  *Survey results summarized*  *Results of survey posted to the shared repository* | *Collections Database Administrator, Metadata Specialist, Autry’s Digitization Team Leader*  *Metadata Specialist*  *IT Staff* |  |  |

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| **Action #5** | **Benchmarks** | **Persons Responsible** | **Timeline** | **Services and Resources Needed** |
| *Identify potential users of the datasets by referring to previous statistics or considering a potential research outcome* | *List of potential users is created* | *Autry’s Digitization Team Leader,*  *Reference staff, Curators* |  |  |

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| **Action #6** | **Benchmarks** | **Persons Responsible** | **Timeline** | **Services and Resources Needed** |
| *Based on export capabilities of the source database, and known standards, select file format(s) for published dataset* | *File format is selected.*  *Documentation of all decisions is included in a README file* | *Collections Database Administrator, IT Staff*  *Autry’s Digitization Team Leader* |  |  |

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| **Action #7** | **Benchmarks** | **Persons Responsible** | **Timeline** | **Services and Resources Needed** |
| *Based on the survey results, and potential users, identify a discrete dataset, one that is intentionally useful in terms of size and complexity* | *Search criteria for dataset is established*  *Dataset within original database is identified*  *Documentation of all decisions is included in a README file* | *Autry’s Digitization Team Leader, Metadata Specialist*  *Collections Database Administrator*  *Autry’s Digitization Team*  *Autry’s Digitization Team Leader* |  |  |

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| **Action #8** | **Benchmarks** | **Persons Responsible** | **Timeline** | **Services and Resources Needed** |
| *Address any ethical or cultural sensitivity issues in your selected dataset* | *Review your organization’s ethics policies to assure compliance*  *Private data and culturally sensitive data is protected*  *Documentation of all decisions is included in a README file* | *Autry’s Digitization Team Leader, Collections Management, Curators, NAGPRA Specialist*  *Autry’s Digitization Team Leader, Metadata Specialist*  *Autry’s Digitization Team Leader* |  |  |

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| **Action #9** | **Benchmarks** | **Persons Responsible** | **Timeline** | **Services and Resources Needed** |
| *Select appropriate controlled vocabularies for the dataset* | *Based on the subjects covered by the dataset, specific controlled vocabularies are selected*  *Documentation of all decisions is included in a README file* | *Metadata Specialist, Cataloger*  *Metadata Specialist* |  |  |

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| **Action #10** | **Benchmarks** | **Persons Responsible** | **Timeline** | **Services and Resources Needed** |
| *Select, edit, and prepare the metadata for inclusion in the dataset* | *Data fields are selected, including Key Field (URI is built off of key field)*  *Metadata content for each field is standardized*  *Metadata in each field is cleaned to specified level*  *Documentation of all decisions is included in a README file* | *Metadata Specialist, Cataloger*  *Metadata Specialist*  *Metadata Specialist, Cataloger*  *Metadata Specialist* |  |  |

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| **Action #11** | **Benchmarks** | **Persons Responsible** | **Timeline** | **Services & Resources Needed** |
| *Export and quality check the dataset* | *Dataset successfully is exported from the database*  *Export file is quality checked via data profiling to discover inconsistencies and anomalies.* | *Database Administrator*  *Autry’s Digitization Team Leader* |  |  |

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| **Action #12** | **Benchmarks** | **Persons Responsible** | **Timeline** | **Services and Resources Needed** |
| *Select license for use and reuse of dataset* | *Appropriate Creative Commons license is selected* | *Autry’s Digitization Team Leader*  *Administration Staff*  *Rights and Reproductions Staff* |  |  |

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| **Action #13** | **Benchmarks** | **Persons Responsible** | **Timeline** | **Services and Resources Needed** |
| *Publish the dataset* | *Files are available on the shared repository* | *IT Staff* |  |  |

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| **Action #14** | **Benchmarks** | **Persons Responsible** | **Timeline** | **Services and Resources Needed** |
| *Update and publish the README file* | *Insure most recent documentation of decisions and policies is included in README file*  *Notice of selected license is published in the README file*  *Upload the file(s) to shared repository* | *Autry’s Digitization Team Leader*  *IT Staff*  *IT Staff* |  |  |

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| **Action #15** | **Benchmarks** | **Persons Responsible** | **Timeline** | **Services and Resources Needed** |
| *Inform users of the availability of the dataset* | *Organization’s web site is updated with information about the dataset and how to access it.*  *Press Release describing the Collections As Data project is written and released*  *Full citation information is entered into the README file* | *Web Master*  *Marketing Staff*  *Autry’s Digitization Team Leader* |  |  |

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| **Action #16** | **Benchmarks** | **Persons Responsible** | **Timeline** | **Services and Resources Needed** |
| *Track views and usage of dataset* | *Tracking tool is selected*  *Regular reports are generated*  *Reports are shared with entire Collections as Data Team* | *Web Master*  *IT Staff*  *IT Staff*  *Collections as Data Team Leader* |  |  |

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| **Action #17** | **Benchmarks** | **Persons Responsible** | **Timeline** | **Services and Resources Needed** |
| *As data in source database is updated, export and publish the new dataset* | *Schedule is set for dataset export*  *Decision is made to replace first dataset or add the new datasets*  *New dataset is published on shared repository* | *Database Administrator*  *Autry’s Digitization Team Leader*  *IT Staff* |  |  |