



**WORLD**  
DIGITAL LIBRARY

## Contributing Content to the World Digital Library

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World Digital Library  
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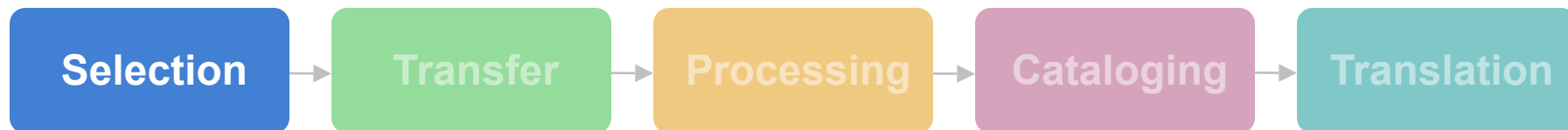
## Production Workflow

- Content Selection
- Content Transfer (digital objects, metadata)
- Content Processing
- Cataloging (metadata, descriptions)
- Translation

# Production Workflow

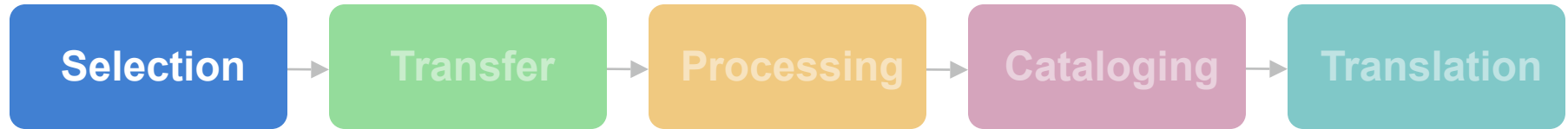


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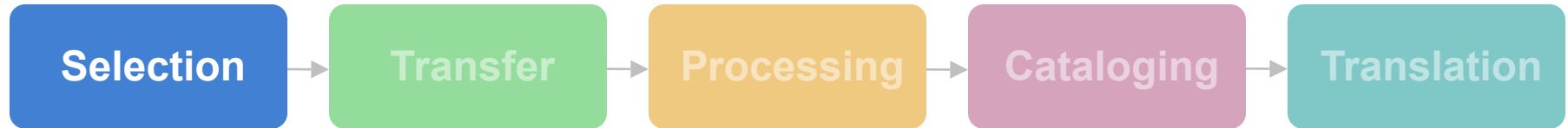
- New partners complete a questionnaire (<http://project.wdl.org/standards/index.html>)

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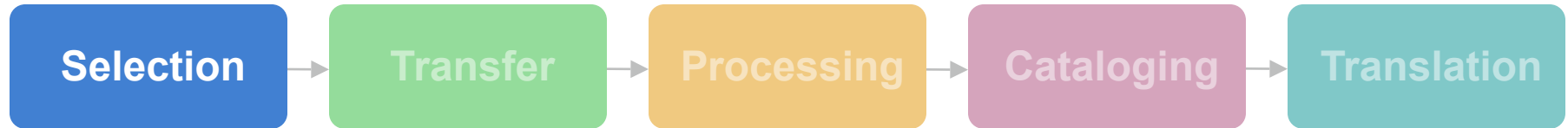
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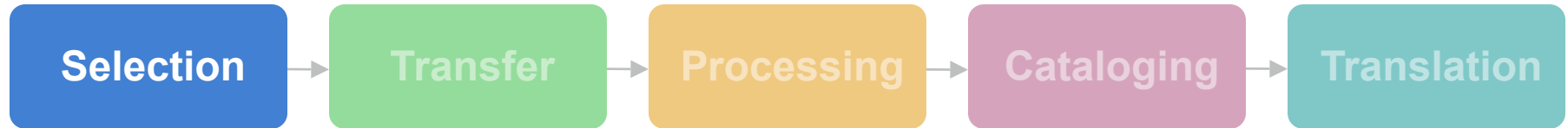
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- Content objectives:

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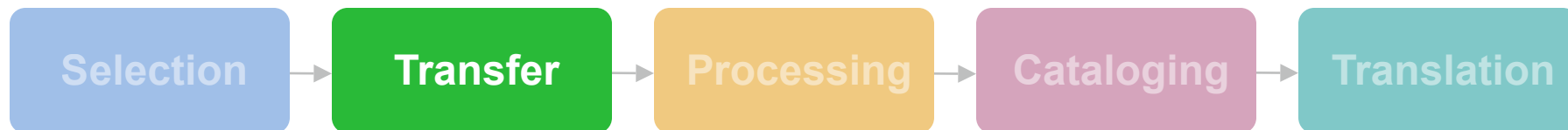
- New partners complete a questionnaire (<http://project.wdl.org/standards/index.html>)
- Partners select content to contribute (e-mail, telephone communication with WDL office)
- Content Selection Guidelines (<http://project.wdl.org/content/contentguidelines.html>)
- Content objectives:
  - UNESCO Memory of the World
  - Arabic manuscripts
  - Mesoamerican codices
  - Chinese content



# Production Workflow

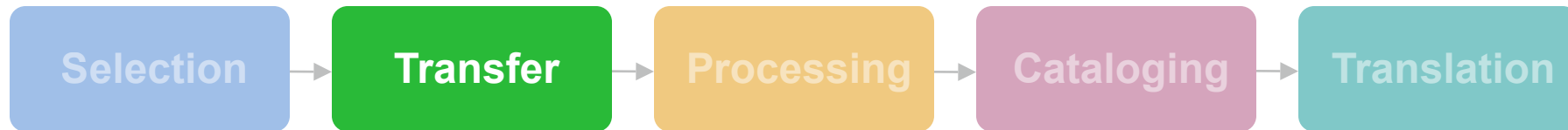


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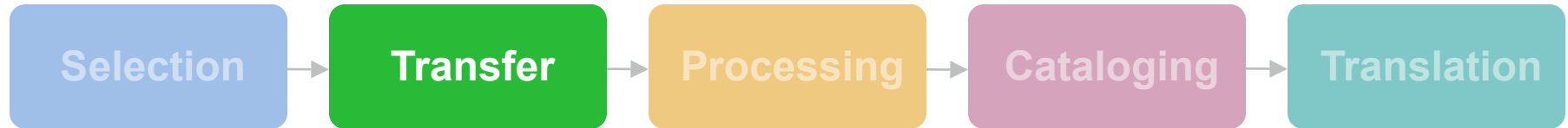
- Partners:
  - Digitize the selected content (<http://project.wdl.org/standards/imagestandards.html>)

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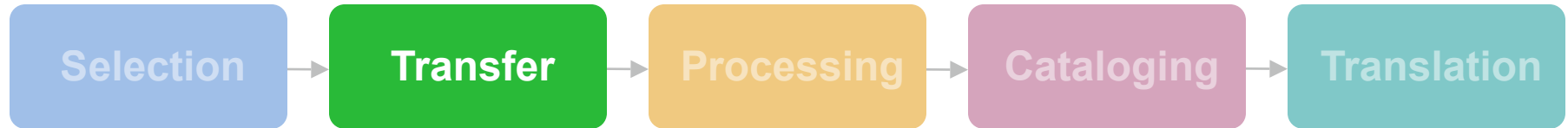
- Partners:
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  - Prepare digital objects (<http://project.wdl.org/standards/filenaming.html>)

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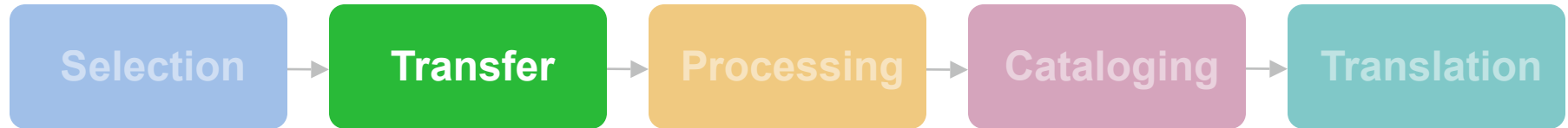
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  - Send the objects and metadata on DVDs, hard drives, or via FTP to the WDL office at the Library of Congress

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  - Prepare metadata, including descriptions (<http://project.wdl.org/standards/metadata.html>)
  - Send the objects and metadata on DVDs, hard drives, or via FTP to the WDL office at the Library of Congress
  
- WDL office is available for questions about preparation and determining the best method for transfer

# Production Workflow



# Production Workflow



- WDL office:
  - Performs quality review of transferred objects and metadata



# Production Workflow

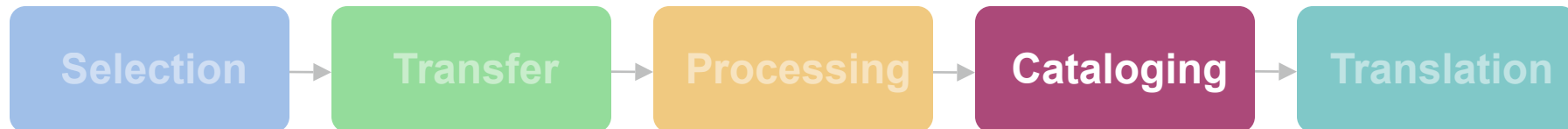


- WDL office:
  - Performs quality review of transferred objects and metadata
  - Prepares objects for the site (derivatives, file organization)

# Production Workflow

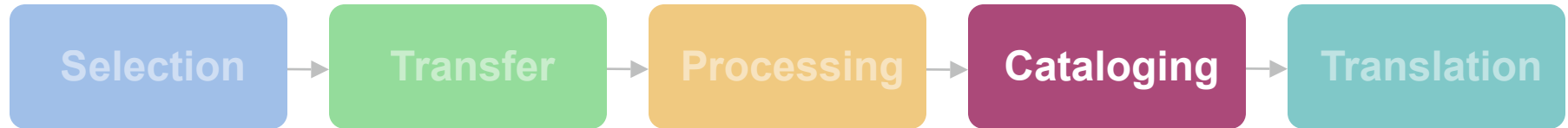


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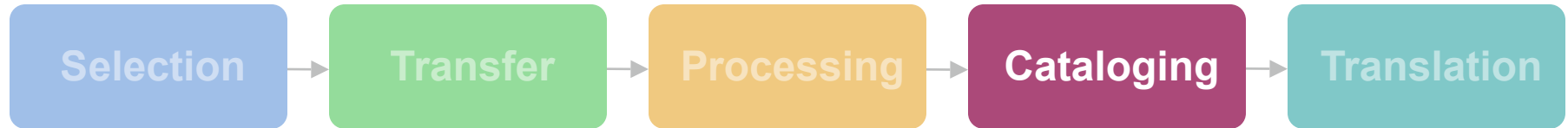
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- Consistent metadata:
  - It's what makes the site work
  - Better browsing, searching
  - Establishes relationships between items

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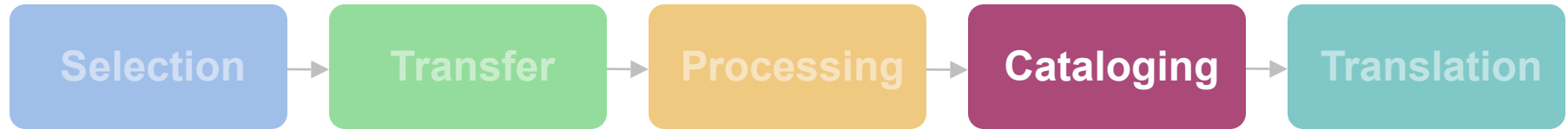


- Partners prepare metadata according to the WDL guidelines (<http://project.wdl.org/standards/metadata.html>)
- Consistent metadata:
  - It's what makes the site work
  - Better browsing, searching
  - Establishes relationships between items
- Descriptions:
  - Provide context
  - Spark curiosity
  - Appealing to educators, students

# Production Workflow

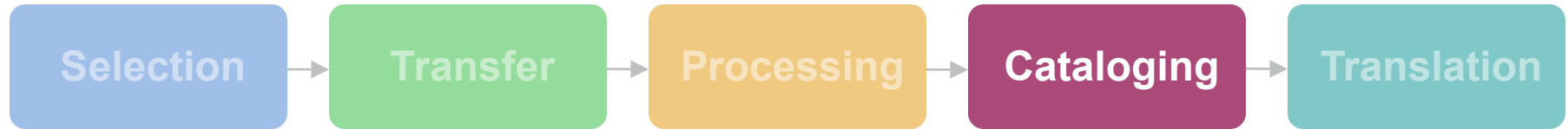


# Production Workflow



- WDL office:

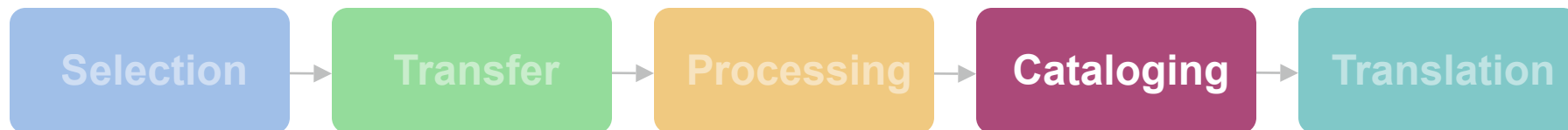
# Production Workflow



- WDL office:
  - Maps partner metadata to WDL element set

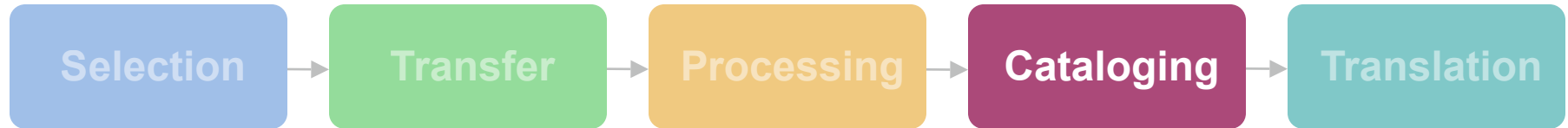


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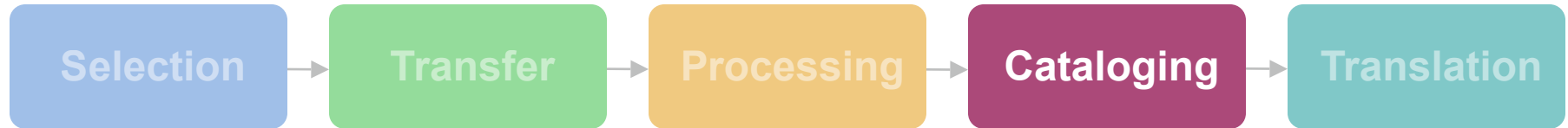
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- WDL office:
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  - Adds tags/keywords/subjects to better integrate the content on the WDL site

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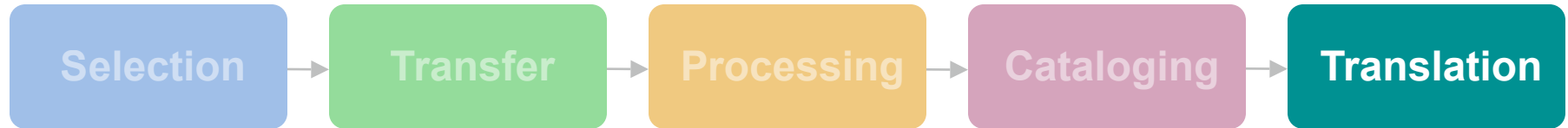


- WDL office:
  - Maps partner metadata to WDL element set
  - Completes any missing fields
  - Adds tags/keywords/subjects to better integrate the content on the WDL site
  - Edits the description for each item. If changes are significant, the WDL office submits the edited description to the partner for approval.

# Production Workflow



# Production Workflow



- WDL office translates the metadata into Arabic, Chinese, English, French, Portuguese, Russian, and Spanish
- WDL office investigates reports of metadata and translation errors and makes corrections when necessary