Suggestions for Effective Collaboration on Digital Projects

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Initial Point of Contact
WHAT

• Types
• Requirements
WHEN

- Deadlines
- Preparation
WHO

• Components
• Number of Collaborators
• Staffing
WHY

- Purpose
- Metadata
WHERE

• Transportation
• System Requirements
Communication!
Be on the same page

- Standards
- Philosophies
- Workflow
Practical Considerations
Preparation is key

• Unique Identifiers
• Inventories
• Accuracy
We have forms!

- Shipping List and Inventory
  - serials, items, books
- Metadata Requests
- Partner/Collection Descriptions
End of Project