Appendix B: Template Collection-Level Log (with example entries)

GENERAL INFORMATION						DIGITIZATION AND QC		STORAGE		
Collection Name	Description	File Count	File Size	File Formats	Current Status	Digitization Notes	Quality Control Notes	Storage Location 1	Storage Location 2	Storage Location 3
Name/title of the digital collection.	*Brief description of collection content.*	*Total # of digital files in collection.*	*Total size of collection, in GB.*	*File format(s) used (e.g. tiff, mp4, pdf).*	*What is the current status of the collection?*	*Date of digitization and who was responsible.*	*Date of QC check and who was responsible.*	*Where is the digital collection stored?*	*Location of second copy of digital collection (if applicable).*	*Location of third copy of digital collection (if applicable).*
A. J. Kingsbury Photographs	Scans of postcards and glass plate negatives created by local photographer A.J. Kingsbury.	450	9	tiff	Digitization and metadata completed; need to load to access portal	Digitized by volunteers Sue Q. and John D., August-Oct. 2019, using Epson V600 scanner.	Museum director, November 2019	1 TB Western Digital hard drive, in director's office	Carbonite Safe, installed on curator's desktop computer	Dedicated folder on the server managed by public library
WWII Oral History Collection	Audio interviews with three WWII veterans.	3	0.15	wav	Need to extract files from dvd and move to long-term storage.	Recorded by students in Don Smith's American History class.		DVD in museum director's office		
High School Commencement Videos	Videos of graduation ceremonies at East High School 1990-2001.	11	6	m4a	Completed	Digitized from VHS tapes by Holder Printworks (vendor), Dec. 2015		1 TB Western Digital hard drive, in director's office	1 TB Western Digital hard drive, in director's office	Dedicated folder on the server managed by public library

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