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Common Management Gaps in the Life Cycle of Digitized Objects

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Common Management Gaps in the Life Cycle of Digitized Objects

Selection

- Prioritizing uncatalogued materials.
- Assuming complex digital objects will be treated the same as simple digital objects by your CMS or web platform.
- Not knowing where to put digital objects, or where similar legacy projects live.

Creation

- File names that are too long or descriptive or are not machine-actionable, which often means file names are assigned manually after creation.
- Using digitization as filler work for untrained personnel in other departments.
- Not conducting quality assurance.

Description

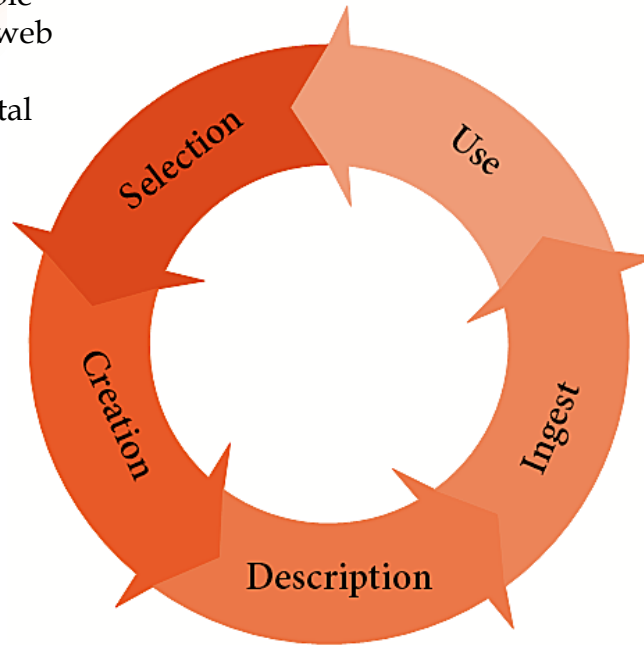
- Assuming high-level metadata makes digital object management more difficult.
- Focusing on descriptive metadata and less so on administrative or technical metadata.
- Not including embedded metadata, like equipment information or rights statements.

Use

- Boutique websites tend to multiply and rely heavily on institutional knowledge.
- Underestimating reappraisal and disposal of digital objects.
- Limiting read-only access to master copies within organization.

Ingest

- Master files sitting on shared network drive for months at a time and not removing local copies in timely fashion.
- Not documenting appropriate uses for dark archives.
- Not knowing true master, among all the derivatives.



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Basic
Camera Data
Origin
IPTC
IPTC Extension
GPS Data
Audio Data
Video Data
Photoshop
DICOM
Raw Data