LGIRA Workflow

Acquisition & Appraisal

Donations
LGIRA site
Requested or obviously interesting?
No
Place in "To be Processed" drawer
Select item(s) from cabinet
Follow LGIRA Data Entry Procedures document
Omeka
Yes
Place in "Priority Processing" drawer

Accessioning

Purchases (Online, retail, used)

Processing

Item needs repair?
No
Place in "To be Shelved" cabinet

Item is obtained
Borrower requests item to be sent or accessed on-site
Remove notes in Omeka
Check for damage and re-shelve
Make notes in Omeka
Material is made available to borrower

Item is returned

Presentation

Digital Preservation

Repair item, if possible. Do not "improve" items by cleaning or removing packaging or stickers w/o checking with someone

Lending terms, damage liability and prohibition of modifications

Review Emulation Selection Criteria
Intake (label media, photograph it, enter descriptive info)

Clean original media and hardware

Setup imaging software & hardware (e.g., ZoomFloppy, KryoFlux)

Copy files and programs to imaging PC

Test emulation

Document process and test results

Network storage

Log of process, test results, notes

See workflow document for outreach notes