A Rising Tide Lifts All Boats: Bringing Our Expertise to Enhance the Digital Collections Workflow

**Perspectives**

**Archivist**
- Projects often originate from the archivists, but metadata was not created uniformly and led to loss of context.
- Archivists are now involved at more stages of the workflow and use their subject knowledge and the finding aid as the basis of the metadata.

**Cataloger**
- Enhance the metadata by strictly applying standards and controlled vocabularies to improve the metadata consistency and interoperability.
- Take user experience into consideration while creating metadata for the digital collections.

**Digital Librarian**
- Advocate using a metadata template that reinforces standards and guidelines at every stage of the workflow.
- Start each digitization project with a collaborative review of the finding aid.

**New Workflow Improvements**

<table>
<thead>
<tr>
<th>Provide basic metadata</th>
<th>Metadata arrangement</th>
<th>Metadata enhancement</th>
<th>Review, format metadata for deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCUA</td>
<td>DPS</td>
<td>RAM</td>
<td>DPS</td>
</tr>
</tbody>
</table>

- DPS: Digital Programs and Services
- RAM: Resource Acquisition and Management
- SCUA: Special Collections and University Archives

**Mingyan Li, Megan Keller Young**

**Ian Collins, Kate Flynn**