

Historic Pittsburgh

NOTIS/VOYAGER ID _____ Volume no. (if multi-volume) _____ Author/Editor _____

Title _____

WORKFLOW SHIPMENT PREPERATION (Steps 1 – 6d)		NOTES	INITIALS	DATE
(1) Enter Item record in database (have purchased items entered into Voyager) (add new Bib IDs to list for “MARC record dump”)				
(2) Obtaining item	(a) Locate item and complete DRL Search and Review form			
	(b) If item is missing, charged, or in UPARC storage, complete appropriate Request form			
	(c) Charge item to DRL			
(3) Collate item page-by-page and create spreadsheet				
(4) Perform QC on spreadsheet. If changes needed, correct and print new copy				
(5) If necessary, send item to Preservation Dept. for conservation treatment				
(6) Shipment	(a) Generate Header, Production Note, and Tab Delimited spreadsheets for the entire shipment.			
	(b) Validate altered or manually created headers.			
	(c) Use k:\bin\finddoctypes.pl for spreadsheet check			
	(d) Create Shipment Disks			

WORKFLOW POST IMAGING (STEPS 7 - 15)		NOTES	INITIALS	DATE
(7) Load CDs into NT shared drive		Shipment No. = CDROM No. = File Location =		
(8)	(a) Add spreadsheet from shipment directory (using movespreadsheet.pl)			
	(b) Run checktiffiles.pl			
(9) Image Rotation	(a) Load files to Bigfoot			
	(b) Run transposeimages.pl			
	(c) Reload files to NT; burn archival copy CD			
(10) Image Quality Control using k:\bin\qualitycheck.pl to check selected images		If problems, fill out "Image Quality Problems" section		
(11) Preprocess Special Images for OCR	Use Prview tool -- k:\bin\autopreview.pl to prezone difficult files	If problems, fill out "Preprocess Special Images" section		
(12) OCR	(a) Run Job Server on files generated in Prview Process	If problems, fill out "OCR" section at bottom		
	(b) Run Prime Job Creator for each cd level directory			
	(c) Run batch OCR on entire CD			
(13) Load OCR and Images to Bigfoot				
(14) SGML Preparation	Lint OCR files	If problems, fill out "SGML Generation" section		
	Move corrected headers to book directories			
	Run SGML concatenation			
(15) Prepare SGML test database				

WORKFLOW (Steps 16-18)	NOTES	INITIALS	DATE
(16) Final quality control of table of contents page	If problems, fill out "Final Quality Check" section		
(17) Mount to final database			
(18) Send facsimile reprint to Acquisitions to be entered into Voyager circulation. Send shipment____.dat file to Information Systems so that digital text is included in Pittcat.			

On this page note any problems or errors found during Post Imaging Processing. Note the complete file name (all 8 digits) and describe the problem.

***Image Quality Problems:**

Note any files that had image quality problems (skew, dirt, etc.) as note in procedure guidelines. Also note any instances where the image does not match the document type displayed at the prompt (Rotation, incorrect document type). Note any misspellings or typos found on the prompt line. Include the name of the file and a description of the problem:

Note any problems with the binding or the quality of the facsimile reprint. Note if pages seem out of order.

***Preprocess Special Images for OCR process:**

Note any files that are not oriented correctly. They should all have correct orientation in this phase. Note file name and orientation problem.

OCR: Identify files that were preprocessed that had to be re-zoned.

SGML Generation:

***Final Quality Check:** Describe any problems with Final Quality Control of Table of Contents and web display