

# Collections Accessioning Flowchart V1.0

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Flow chart key: (to abbreviations used in the chart)

CB - collection builder

xwalk - crosswalk between meta formats

meta - metadata

DCS - DLESE Catalog System

char - character

DLESE-IMS - item-level metadata format

gen - generate

ADN - item-level metadata format

val - valid - is the metadata correct

qa - quality assurance

This flowchart is a detailed display of the collections accessioning process. It includes the technical, semantic and social communication processes of collection building. Therefore, resource quality & metadata issues are shown and often intertwine.

Collection  
contact or idea

within  
DLESE  
scope?

N

stop

Y

Describe:  
- DLESE Policies  
- Accessioning  
- Metadata frameworks  
- OAI (meta. harvesting)

brand  
new  
collection?

N

existing  
scope and  
selection  
criteria?

Y

Y

N

Collection  
determines  
selection criteria

Write scope statement; include selection criteria

Is scope sufficient for Collections Approval Taskforce?

Work with CB to make a stronger scope

Does collection have existing metadata framework?

What DLESE framework should be used?

Annotation  
⊗ no cataloging tool support is available for this meta. format

CB (with DPC help) develop technical + semantic xwalk. to produce meta. records

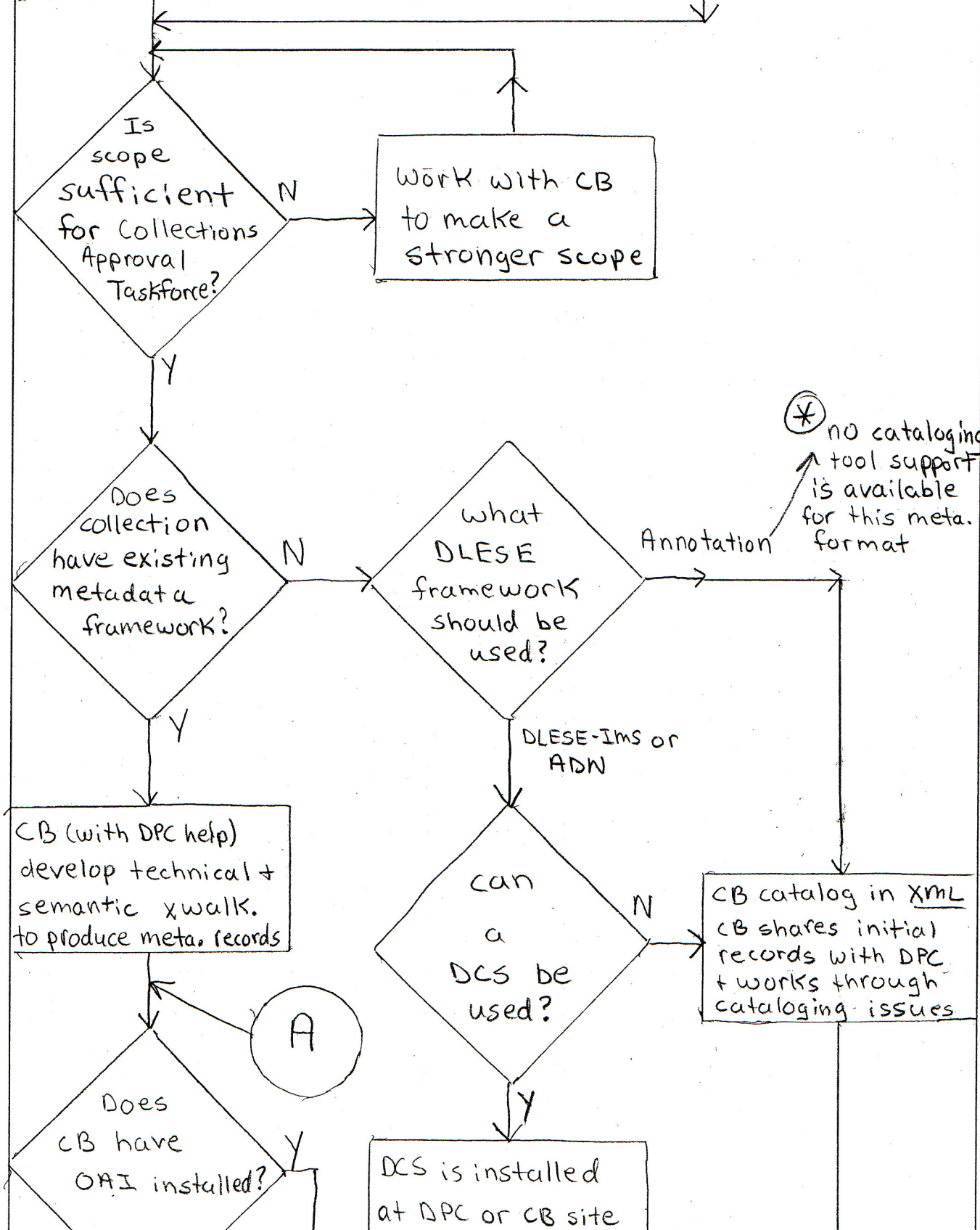
can a DCS be used?

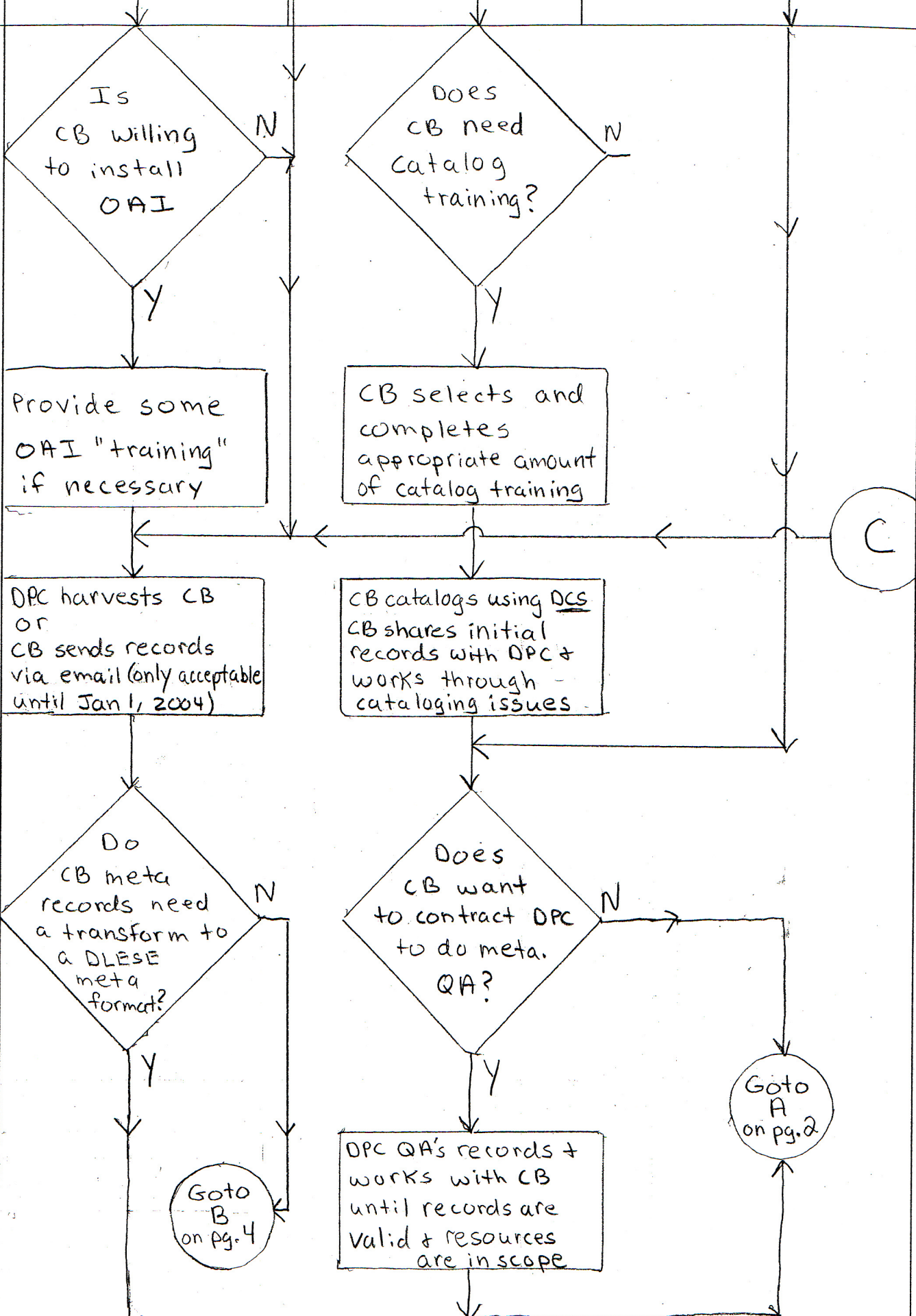
CB catalog in XML  
CB shares initial records with DPC + works through cataloging issues

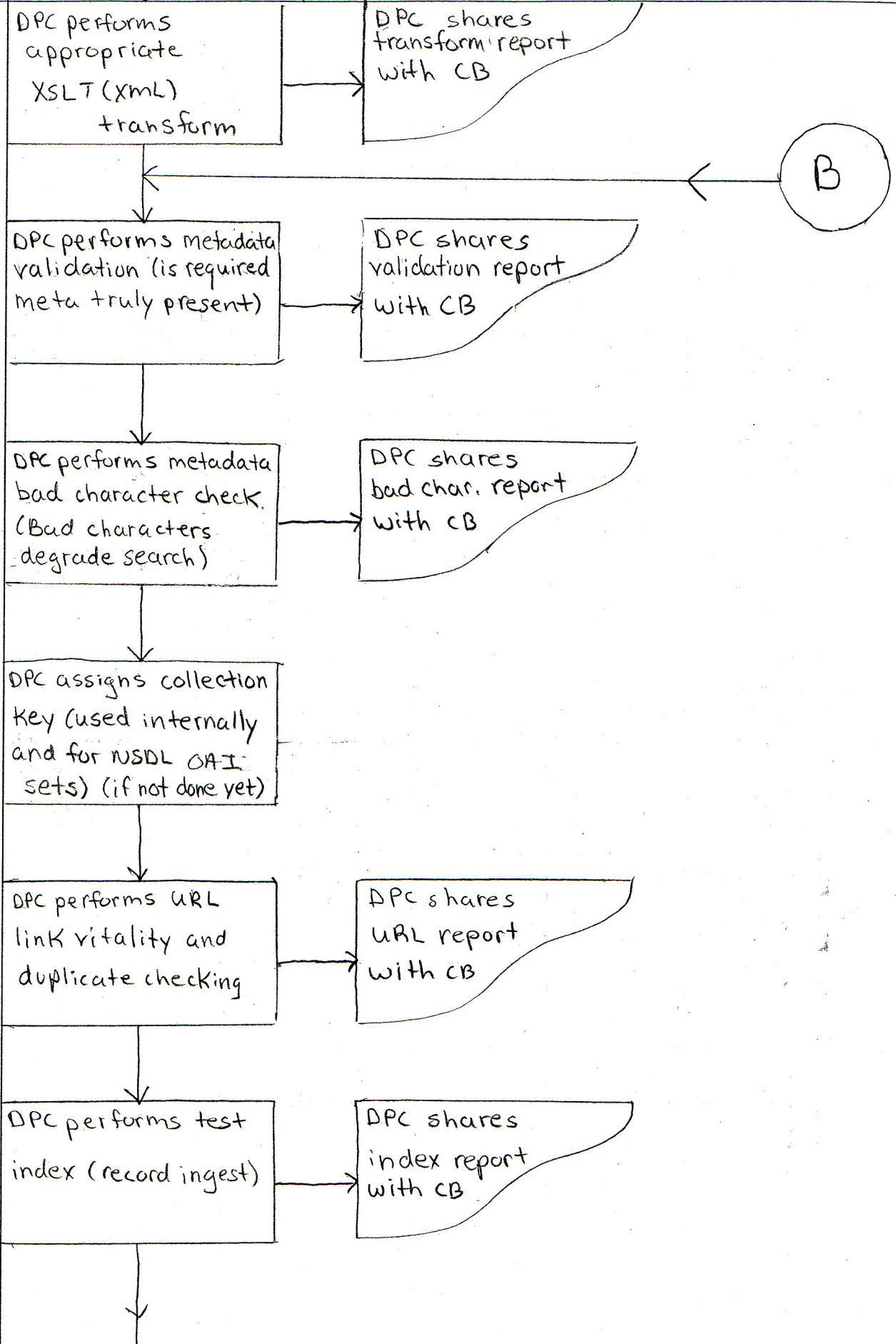
Does CB have OAI installed?

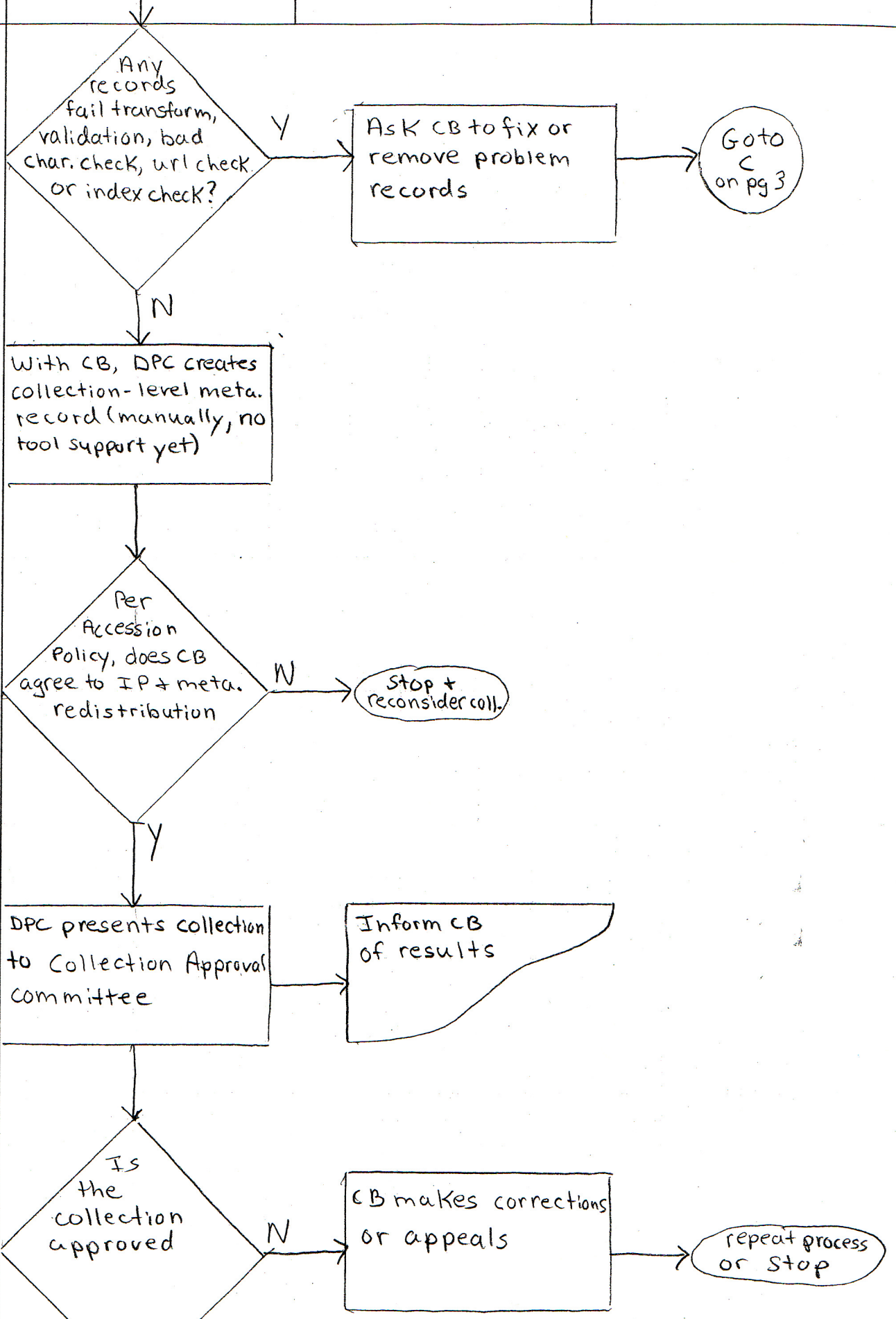
DCS is installed at DPC or CB site

A









↓  
establish harvesting  
Schedule with CB

↓  
make collection  
visible in DLESE

↓  
Collection goes  
into maintenance  
mode

→ Inform CB  
when or if  
problems  
occur

↓  
end