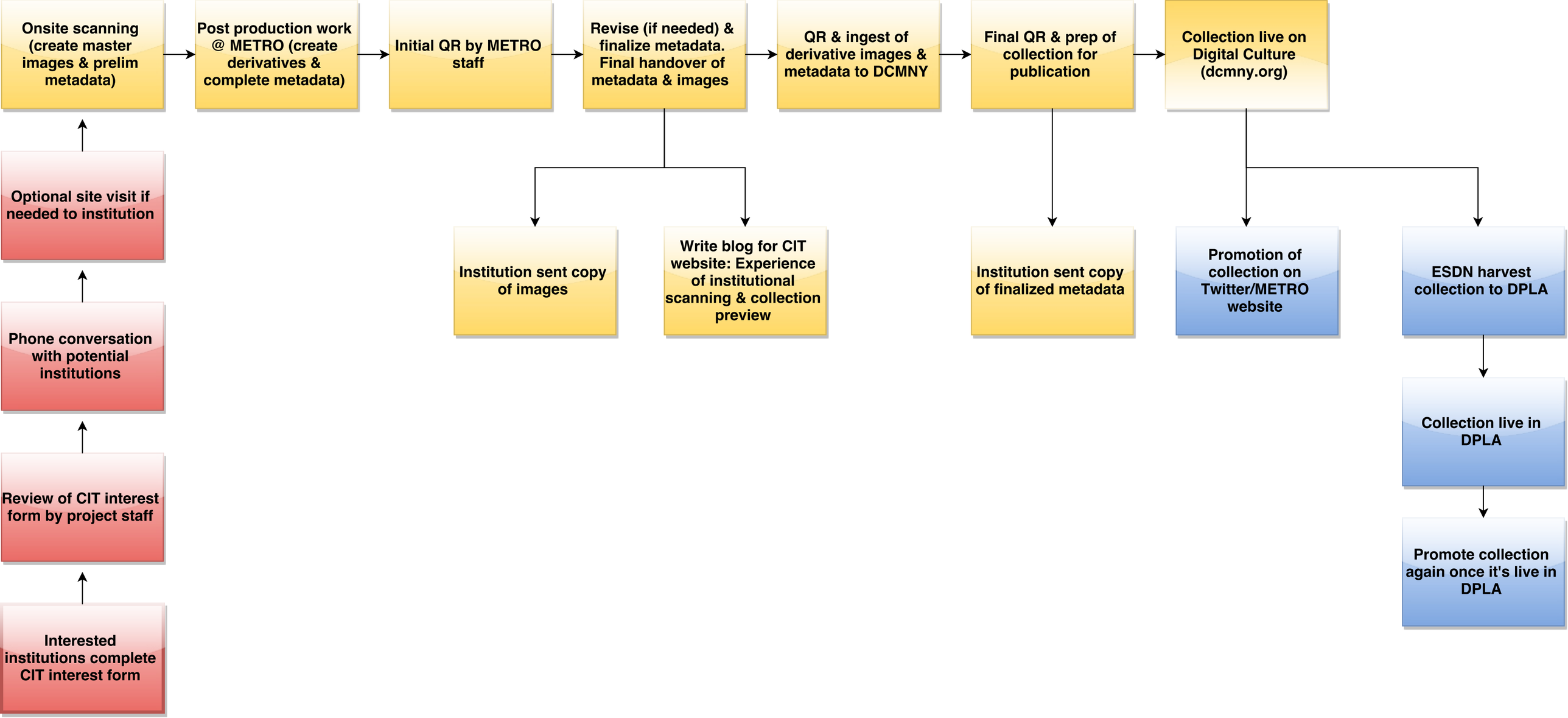
Onsite scanning (create master images & prelim metadata)
Post production work @ METRO (create derivatives & complete metadata)
Initial QR by METRO staff
Revise (if needed) & finalize metadata. Final handover of metadata & images
QR & ingest of derivative images & metadata to DCMNY
Final QR & prep of collection for publication
Collection live on Digital Culture (dcmny.org)
Optional site visit if needed to institution
Phone conversation with potential institutions
Review of CIT interest form by project staff
Interested institutions complete CIT interest form
Institution sent copy of images
Write blog for CIT website: Experience of institutional scanning & collection preview
Institution sent copy of finalized metadata
Promotion of collection on Twitter/METRO website
ESDN harvest collection to DPLA
Collection live in DPLA
Promote collection again once it's live in DPLA