Project Steps Checklist for Portal Model 3 Partners

In this model, you are responsible for providing information about your collection, scanning your items, and sending the digital images to us. We create metadata, and process, upload, and digitally preserve your final content.

Here is a checklist of steps for you to complete before your project begins:

- ☐ Work with your Portal contact to determine feasibility and costs
- ☐ Complete the ***Project Agreement*** and/or ***Online Rights Agreement***
- ☐ Communicate your metadata preferences to us using the ***Metadata Request Form***
- ☐ Prepare descriptions of your institution and collection on the ***Display Information Form***
- ☐ Assign unique identifiers
- ☐ Scan your first 50 items and submit the files to the Digital Projects Lab for review
- ☐ Make any corrections required by the Lab and then scan your remaining items
- ☐ Ship or deliver your content to the Digital Projects Lab

The forms and agreements for Portal Model 3 Partners are available at http://www.library.unt.edu/digitalprojects/for-our-partners/portal-partners/forms#partner-model-3-forms.

More information for partners is at http://www.library.unt.edu/digitalprojects/for-our-partners/portal-partners.