

**BORN DIGITAL NEW ACCESSION WORKSHEET**

**INTERVIEWEE:**\_\_\_\_\_ **Audio\_\_ Video\_\_ || Data\_\_ Tape\_\_**

**ACCESSION #:**\_\_\_\_\_ **COLL:** \_\_\_\_\_ **SERIES:** \_\_\_\_\_ **Total File Size**\_\_\_\_\_gb

**Part I: Basic Accession**

- 1. Input Basic Metadata for Interview
- 2. Input Basic Metadata (Names, Dates, Keywords, Subjects, Summaries)
- 3. Change Source File Name and confirm permissions (Read/Write)
- 4. Harvest and Input Technical Metadata from Source (including checksum)
- 5. **If new collection/series**, create *Collection/Series destination* folder structure on server (DCC) **N/A**
- 6. Create Interview Destination Directories in DCC:
  - Accession#\_Lastname/Master
  - Accession#\_Lastname/Submaster
  - Accession#\_Lastname/Mezzanine
  - Accession#\_Lastname/Surrogate
  - Accession#\_Lastname/Transcript
  - Accession#\_Lastname/Metadata
  - Accession#\_Lastname/Admin
- 7. Create Interview Destination Directory in Preservation Queue (Pre Sip on Server)  
Accession#\_Lastname
- 8. Scan and upload paperwork into SPOKE. Assign copies of scans to *Admin* and/or *Metadata* folder
- 9. Transfer **Master** Interview File:  DCC  Pres. Queue  HSM   
XHDD

- If total interview file size exceeds 60gb, interview **Master** CANNOT be put in DCC (server)
- If total interview file size exceeds 60gb place appropriate redirect file (.txt) into DCC *master* directory.
- If master is analog or on digital tape, place appropriate redirect file (.txt) into DCC *master* directory.

-Confirm Transfer of **Master** **Initials:**\_\_\_\_\_

**Interview requires creation of:**  **Sub-Master Version**  **Mezzanine Version**  **Access Version**

**Part II: Sub-Master**  **No Sub-Master Needed**

- 10. If necessary, create Sub-Master.
  - If interview is in multiple parts, stitch data files in proper sequence. Confirm sequence.
  - Maintain original settings (no transcoding). Save As, Export or Render **Sub-Master**
  - If audio, save to DCC

-If video and file size exceeds 60gb, **Sub-Master** CANNOT be put in DCC. Save initial sub-master to XHDD.

11. Import Technical Metadata for Sub-Master

12. Place **Sub-Master**  DCC  Pres. Queue  HSM  XHDD

-Confirm Placement

**Initials:** \_\_\_\_\_

**Part III: Mezzanine**  **No Mezzanine Needed**

13. If necessary, create **Mezzanine**

-If interview spans multiple files, stitch data files in proper sequence. Confirm sequence.

Identify appropriate Mezzanine Transcoding Settings. Save As, Export or Render **Mezzanine**

-If audio, save to DCC, HSM, and save to XHDD

-If video, save to XHDD and HSM

14. Import Technical Metadata for **Mezzanine**

15. Place **Mezzanine**  DCC  Pres. Queue

-Confirm Placement

**Initials:** \_\_\_\_\_

**Part IV: Access**

16. Create and Deploy **Access** Versions (Automated)

17. Import Technical Metadata for surrogates

18. Place **Access**  DCC  Pres. Queue

-Confirm Placement

**Initials:** \_\_\_\_\_

**Part IV: Finalize**

19. Construct SIP in staging area

20. Finalize SIP and mark for harvest

21. Confirm deposit in Preservation Repository

**Initials:** \_\_\_\_\_