June 20, 2019 Ying Hu

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Gwendolyn Gray sent us some agricultural publications that will not be added to our collection.

What we do:

* Added a clip to each item, indicating when we receive the item
* Ying worked on checking records of these publications in OCLC and if HT have them already. She will get items ready for students to scan.
* The plan is to prioritize digitizing those items whose records already exist in OCLC
* Other items without existing OCLC records will be pending till we have more time/staff
* This project is not urgent, but it will be great to add those books to HT. Good training materials for students and new staff to familiar with digitization process and standards.

Workflow

Check for records and prepare items for students to scan

Students scan items and edit images

Check images and move them to HT check folder on S drive