

TIFF Data Masterplan

Preparation

1. Review core TIFF (and JPEGs where they exist, because sometimes that's all we have) image files.
2. Sort core TIFF/JPEG image files by institutional directories.
3. Within institutional directories, sort core TIFF/JPEG files by cc_numb directories in order to identify all images for each discrete object (usually letters).
4. Convert LO-live-image directory names from current to cc_numb.
5. Extract foliation code and records spreadsheets from MySQL.
6. Convert foliation db to cc_numbs.
7. Create list of missing documents per institution via LO database. Make separate spreadsheet for institutions with excess images.
8. Create master spreadsheet of all cc_numb (and non cc_numb) core image directories.

Directory Review

1. Integrate core TIFF/JPEG image master spreadsheet with Live-images-remapped and note missing images from core set.
2. Integrate core TIFF/JPEG image set with records spreadsheet.
3. Integrate core TIFF/JPEG image set with foliation code spreadsheet.
4. Integrate XML TEI P4 and P5 data sets with master spreadsheet.

Final Review

1. Create a spreadsheet for generating new MODS metadata
2. Divide TIFF images into super-directories based on CC categories: letters, diaries, etc. Include no-permission directory.
3. Integrate other DL items (maps, etc); review non-DL items; review DLC items
4. Resolve final TIFF data subdirectory file name notes
5. Supplement core letter set with images from Live-images-remapped

6. Find images with nestled pages that will be out of order when cropped.
 7. Review canonical spreadsheet and spreadsheet from Ashanka for: a. New MODS metadata, b. Other notes re: images
 8. Generate new spreadsheets, including make XML file list and integrate XML to TIFF interim list.
 9. Check all items against canonical spreadsheet
 10. Consolidate TIFFs into Go/Review Later/No-Go directories
 11. Create Base File List; Select Base File Names for new TIFFs: add to TIFF interim list
 12. Create MODS records for Uncat DL letters & items other than letters
 13. Create MODS updates based on Documentation for Ellis, Addl, Cape Town. RMCA 476-479, 481
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1. Email Anne re: scans
 2. Create MODS spreadsheet for auction letters and organize letters (and documentation) by appropriate file names
 3. Correct MODS titles
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1. Review TIFF "documentation" directory
2. Review LO archival materials
3. Find old project images
4. Resolve questions in Pictures spreadsheet?