

Data management checklist

* Data selection

 Determine the scope of collections for the digitisation effort

* + Are there any limitations on what volunteers can choose? For NSMM, this was the *Daily Herald* collection. For NMS, this was the Howarth-Loomes Stereophotograph collection.
* Data import

 Check for image copyright restrictions

* + This can include fees for use

 Decide what metadata to include in online crowdsourcing project

* + This metadata will be visible by participants  Image resizing
  + What, if any, are platform restrictions on data upload formats

and sizes?

* + Zooniverse has a max image size of 1MB and supports .jpg and

.png but not .pdf

* Data export

 Communicate with institutional data teams early and often

* + What kind of data will you create with your crowdsourcing project?
  + What format will the data arrive in when you export it from your project?
  + Who will be in charge of quality assurance?
  + What are the steps for ingesting newly created data into institutional content management systems? Who will do this work?

 Test project

 Request test data export and review with institutional data teams  Create a workflow for ingesting data

* + If this requires additional staff participation (for training volunteer

researchers or for carrying out the work itself), be sure to include in project budget