Topic

- Information to be captured
  - Current status
    - Physical organisation of collection
      - Location
        - Continuity and integrity
        - Access and security issues
      - Containers
        - Lot containers
          Describe cabinets, drawers, unit trays, jars etc. used to organise multiple objects
          - Number of lot containers
            Number of drawers or other lot containers to be used as entities
          - Lot container labels
            Physical organisation of labels
        - Specimen containers
          Describe containers (if any) used to organise single objects
          - Number of specimen containers
          - Specimen container labels
            Physical organisation of labels
      - Objects
        Objects being digitised, which may be lots in exceptional cases
        - Number of objects
        - Object type and mount
        - Object size
        - Object labels
          Number, mount, and quality of labels
    - Semantic organisation of collection
      - Taxonomic limits
        Taxa to be digitised
        - Number of taxa
          Number of included taxa
        - Number of types or specimens of particular interest
          Specimens requiring additional attention (clarification of status, additional imaging or transcription to higher level, special handling etc.)
        - Geographical limits
        - Stratigraphic limits
Hierarchy/lot organisation

Describe how the collection is organised within the taxonomic limits: e.g. family ALPHB->genus APHB->geography->species APHB; APG3->genus->species->geography, etc.

- Types location
  Separate or incorporated in main collection

Informatics issues

- Taxonomy availability
  Where taxonomic names are coming from?

- Registers availability
  Could specimen registers be used in digitisation?

- Locations availability
  Is there an authoritative list of geographic localities/collection events?

- Parties availability
  Is there a list of collectors available?

- UIDs availability

  - % of specimens with existing UIDs
  - Type
    Human readable number/string, 2D barcode, 3D barcode

- IPM and conservation issues

  TBF

Desired status

- Re-curation

  - Relocation
    Should collection to be moved to another location after digitisation?

  - Lot reorganisation
    New drawers, unit trays/boxes etc.

- UIDs

  - Lot barcodes
    Should drawer/lot level barcodes be used?

- Object barcodes

  - Type
    2D or 3D

  - Mount and visibility
    Attached to the specimen, mount with specimen, or attached to specimen container

  - Specimen conservation
    Flag for specimens needed conservation work

Imaging

- Use of images
Curation/digitisation aid, research, digital loans, etc.

- Number of images in each category
- Necessary views/aspects
- Derivatives
  
  *Should derivative images be produced, e.g. EDF, panorama, etc.*
- Raw data
  
  *Should raw data be stored?*
- Available community standards
  
  *Community requirements to image quality*
- Label imaging
  
  *Simultaneous with specimen imaging or separate? If applicable*

▼ Transcription

- Depth
  
  *Required fields*

▼ Georeferencing

- Depth
  
  *Data standard matrix H*

▼ Process issues

▼ Transportation of collection

- Timing estimates

▼ Preparation for imaging

- Timing estimates

▼ Barcodes

- Media
- UIDs new allocation/reuse
- Batch post-processing or individual recording
- Timing estimates

▼ Imaging process

- Instruments used
- Timing estimates

▼ Transcription process

- Method
  
  *Manual or OCR/VR*

- Process
  
  *From imaged labels or physical objects?*

- Software
  
  *EMu Rapid, iCollections, Excel, etc.*

- Timing estimates

▼ Georeferencing
• Protocols

  * TBF

• Available aid

  * Crowdsourcing, community resources etc.

• Timing estimates

▼ Data/asset ingest

• Process

• Rate

▼ Facility interface

• Additional hardware purchase

• Additional hardware development

• Additional protocol development

▼ TS interface

• Additional software development

▼ Interim storage

• Amount of space

• Average storage time on spin disks

• Network capacity

▼ QA/QC

▼ Protocols for quality assurance

• Training

• Lookup lists

▼ Protocols for quality control

• Appropriate error rate

• Bulk comparison/normalisation

• Sample QC

▼ To consider in future

• Crowdsourcing processes

• OCR/VR implementation