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
  Crowdsoursing, 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

- ❑ Crowdsoursing processes
- ❑ OCR/VR implementation