recollection

WISCONSIN

Participation Checklist

1. GETTING STARTED - FOR ALL ORGANIZATIONS:

- ☐ Review Recollection Wisconsin Collection Policy and Copyright Policy
- ☐ Submit Content Partner Application
- ☐ Sign Participation Agreement
- ☐ Pay collection setup fee (if applicable)

2. IF USING CONTENTDM HOSTING:

- ☐ Sign Collection Hosting MoU
- ☐ Install Project Client (if using)
- ☐ Complete the CONTENTdm Collection Customization form

3. BUILDING AND SHARING YOUR DIGITAL COLLECTION:

- ☐ Create and upload/transfer digital files and metadata
- ☐ Notify Recollection Wisconsin staff when collection is ready to harvest

Metadata Harvest Calendar

Notify RW of additions/changes	Harvest date	Available in RW & DPLA portals
November 1	December 1	February 1
February 1	March 1	May 1
May 1	June 1	August 1
August 1	September 1	November 1