

Project Manager — digital projects manager

Selection and recommendations of source materials — archivists and collection owners

Review of project feasibility, compile recommendations and rank digitization projects — Digital Projects Committee

Preparations technician — archivists and collection owners

Withdraw materials for conversion — archivists and collection owners

Creator of metadata dictionary or enhance the bibliographic records — metadata librarians

Developer of digitization standards and workflow — digital projects manager

Creator of collection fields, and if necessary, customized collection view — IT specialist

Scanning technician or photographer — digital projects manager

Digitization quality control technician — digital projects manager

Metadata analyst — metadata librarians

Data entry technician — metadata librarians

Metadata quality control technician — metadata librarians, archivists and collection owners

Manager of electronic records (creation of projects within project client, creation of local authority files) — metadata librarians, archivists and collection owners

System administrator (backups, schedules updates, and primary contact to vendor) — IT specialist

Liaison with UDIT — Director of Information Systems and Digital Access