

Workflow Detail: Fluid Preserved Specimens

Module 0: Pre-digitization Curation

Task ID	Task Name	Explanations and Comments	Resources
T1	Prioritize specimens, collections objects, ledgers, field notes, catalogs to digitize.	<p>Varies by institution. Should follow institutional digitization policies and guidelines.</p> <p>Prioritization is dependent upon a clearly stated purpose for digitization, including the intended use of the transcribed data, the intended purpose of potential images, and whether an institution intends to transcribe complete or partial records.</p>	<ul style="list-style-type: none"> • Clear guidelines and policy governing the purpose of the institution's digitization program, to include guidelines for prioritization. • Clearly stated project guidelines (in cases where digitization is project based). • Clearly defined research criteria (when digitization is research based), etc.
T2	Note damage to object to be digitized that needs immediate attention.	Route to conservation workflow as necessary, based on institutional policy or curatorial practices.	Institutionally specific curation or conservation guidelines and policy.
T3	Update specimen taxonomy (and related authority files) as necessary.	This occurs prior to the digitization of any taxonomic group. Updating database authority files ensures that a suite of accurately spelled and acceptable names that reflect collection organization are available to populate pick lists, etc.	<ul style="list-style-type: none"> • Recognized taxonomic catalogs, • Specimen inventory.
T4	Update specimen identifications and determinations in collection as well as	Some institutions enlist expert determinations from recognized authorities prior to digitization. Others accept existing or provisional	

	<p>authority files in database.</p>	<p>determinations in anticipation of community contributed annotations and determinations once the data are made available online.</p> <p>Tasks to be accomplished at this step might include:</p> <ul style="list-style-type: none"> • augmenting existing taxon data records, • correcting database errors, • creating locality records (including assigning identifiers), • recording preparations. 	
T5	<p>Insert institutionally and/or globally unique identifiers for specimens.</p>	<p>The point at which unique identifiers are assigned and the identifiers placed on specimens varies by institution and may alternatively be included in other modules.</p>	