



THE INVENTORY PROCESS

TIMELINE



May 12 Webinar

Metadata for Audiovisual Collections w/ Marie Lascu



Work with Mentor

Meet with your mentor to tailor inventory template to meet your collection's needs.



May 26

Finalize Inventory Template



Kickstart Inventory

Working Session(s) with mentor to kickstart inventory process.



20 AV Assets

Complete inventory of first 20 assets independently.



Review/ Revise

Meet with mentor to review work done, make adjustments to inventory template as needed.



Check-in

Continue to meet with mentor on an as-needed basis



August 31

Inventory of 200 assets completed



Community Archiving Workshop