

LM Digital Partner Onboarding Checklist

Welcome to LM Digital! To get you started, we're sharing this onboarding checklist so you can make sure you have everything you need to start sharing your digital collections on LM Digital! If you have any questions, please contact the LM Digital team at lm-digitization@michigan.gov.

Administrative

- ☐ Sign and return Memorandum of Agreement to LM Digital team
- ☐ Receive and file fully executed Memorandum of Agreement from LM Digital team
- ☐ Send WorldCat credentials to LM Digital team
 - If you do not have WorldCat credentials, [create new WorldCat credentials](#)
 - If you create new WorldCat credentials, verify that they work by logging into WorldCat before sending them to the LM Digital team. If unverified, work with OCLC to generate valid credentials
- ☐ Receive CONTENTdm credentials from LM
- ☐ Create Takedown Policy for digital collections (see [D-CRAFT](#) for example policies)
- ☐ Set up homepage for your collection ([see example LM Digital partner homepage](#))
 - Provide JPEG image either of your organization or from your collection(s)
 - Provide text about your organization and/or collection(s)

CONTENTdm

- ☐ Review CONTENTdm training documentation on [OCLC's Getting Started page](#)
- ☐ Download [CONTENTdm's Project Client](#)
- ☐ Using the [Firefox web browser](#), access [CONTENTdm Administration](#) using the server information and credentials sent to you directly from the LM Digital team (credentials are partner specific)
 - If you cannot access the server, contact LM for support

Metadata

- ☐ Review Metadata Guide, Metadata Form (or Metadata Template), confirm which you plan to use (alternatively, review your own metadata document with LM Digital team)
 - Make any adjustments to metadata Form/Template and ensure that field order matches desired CONTENTdm collection field order
- ☐ Identify any specific fields or controlled vocabularies to be used in your collection(s)
 - Inform LM Digital team of any variation from CONTENTdm collection setup
- ☐ Participate in Metadata Training and Run Through with LM Digital team
- ☐ Perform test upload of 1-10 files and accompanying metadata on your own