The challenge:
+ Track hundreds of materials as they progress through description, digitization, and batch upload publication on the Internet Archive.

The stakeholders:
+ Staff in Special Collections and University Archives, Metadata Services Department, Digital Conversion and Media Reformatting, and Digital Programs and Initiatives.

The solutions:
+ Timely communication and notification through specific platforms including Aeon, Google Sheets, batch folders on our Local Area Network, and JIRA.
+ A Perl-based script that allows one to batch upload files to the Internet Archive.
+ Rich and spare procedural documentation for ongoing activity and institutional memory.

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**Digitization Workflow**

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**Establishing the In-House Internet Archive**

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Eric Cartier, Digital Librarian, University of Maryland Libraries