

Indiana University

Media Digitization and Preservation Initiative

Duties of the Processing and QC Specialist (PQCS) Position

Although the preservation engineers perform the highly visible and ‘glamorous’ work of digitizing, there are other functions and tasks that must be completed accurately to ensure successful long-term preservation. These functions require a specific skill set and expertise that are applied to such tasks as working with metadata, performing quality control, developing data on the project, managing non-digitization workflows, troubleshooting problems in the post-digitization system, and others. Non-engineer positions are essential to large-scale projects like MDPI. Below is a listing of the duties of one such position in MDPI.

A. Generating Quarterly Report Data

1. Pull data from the IUMDS production database using MYSQL. Organize and calculate the data in Excel and create easy-to-read reports in Excel and tables in Word to be used in the quarterly reports.

B. Create Statistics Reports and Timetables

1. Pull data from various sources including the POD, post-digitization system daily statistics and IUMDS production and DigiProv databases to answer various questions regarding the number of items digitized or left to be done. This data is typically requested by the MDPI Director of Technical Operations and the MDPI Executive Director. This data is also used to estimate future production and help create timetables.

C. Staging Files for QC or Other Purposes

1. Stage files from the SDA to either a local drive or the shared QC drive either by using the POD’s staging feature or Dark Avalon. Mostly this is for QC as it is one of the first steps in the QC workflow. Serve as staging manager for part-time employees, interns, and occasionally other full-time staff like the AV Specialist or various engineers). The reason for managing the staging is so that the drive does not become too full.

2. Stage files for the MDPI Director of Technical Operations, MDPI Executive Director, and the engineers for various reasons outside of QC. This can include finding files for presentations, promotional material, or training purposes. Also, stage files for various other projects including investigating failed or deleted items that need resolution.

D. Post-Ingest File Management

1. Most of the post-digitization workflow is automatic but there are some manual elements. Much of this is fulfilling path clearance requests by Memnon or the IUMDS engineers. The Post system was set up in a way to avoid receiving duplicate files and requires many items to be manually removed before a new one can be sent through. Memnon requests this for files that have been sent though in error, have failed an automatic or manual QC check, or they need to adjust a parameter of the files. IUMDS engineers request this if they have a file that failed automatic or manual QC or decide post-delivery that there is a way to make a better transfer. Also, this position monitors what is being failed or rejected from the auto-QC system by regularly checking the status of files in the POD. Finally, the PQCS also performs various checks and cleanup tasks including resolving items that had previously been deleted, checking accuracy of metadata in the POD, and confirming that all IUMDS productions have been uploaded and accounted for.

E. Quality Control

The PQCS performed audio and video QC according to the established IUMDS workflow. This included staging, performing essence and metadata checks, passing/failing items in the POD, reporting results in our local spreadsheet and reporting any systemic findings and consulting with Memnon and others on staff. This included the retrospective QC program.

This position also prepared items monthly for engineers to perform DirectQC by retrieving relevant items from interim storage, staging the files that were produced by Memnon, and providing the physical and digital objects to the engineers.

F. Blog Maintenance

Put together the text and photos for blog posts and format them within CampusPress. Check the statistics on the blog and moderate comments.

G. Troubleshoot Technical Issues

Troubleshoot various technical issues relating to the POD, software, or computers and contact the manager of the post system or EITS when necessary. This has included help with printer scanning, deleting unnecessary files and users off processing room computers, and installing new programs and updates.

H. Sprint Meetings

Navigate through Jira for the Sprint meetings.

I. Creating Metadata Documents (YAMLs) for DAT Restoration Project

Created metadata documents to accompany restored DAT files by copying information from a spreadsheet containing data from engineers into a YAML file.