**Project Steps Checklist for Portal Model 4 Partners**

In this model, you are responsible for providing information about your collection, scanning your items and sending the digital images to us, and creating metadata. We process, upload, and digitally preserve your final content.

Here is a checklist of steps for you to complete before your project begins:

* Work with your Portal contact to determine feasibility and costs
* Complete the ***Project Agreement*** and/or ***Online Rights Agreement***
* Complete the ***Metadata Super-Template Form***
* Prepare descriptions of your institution and collection on the ***Display Information Form***
* Assign unique identifiers
* Scan your first 50 items and submit the files to the Digital Projects Lab for review
* Make any corrections required by the Lab and then scan your remaining items
* Ship or deliver your content to the Digital Projects Lab

Here is a checklist of steps for you to complete after your project is uploaded into the Portal:

* Create metadata records that comply with our Input Guidelines
* Submit your first ten records to the Digital Projects Lab for review
* Make any corrections required by the Lab and then create metadata records for your remaining items. If you have fewer than 500 items, try to complete your metadata within 6 months. If you have more than 500 items, try to complete your metadata within 1 year.

The forms and agreements for Portal Model 4 Partners are available at <http://www.library.unt.edu/digitalprojects/for-our-partners/portal-partners/forms#partner-model-4-forms>.

More information for partners is at <http://www.library.unt.edu/digitalprojects/for-our-partners/portal-partners>.