

Category	Activity	Familiarity				
		Check one:	None	Some	Advanced	Notes
Biodiversity Heritage Library						
	BHL vision & mission					
	Searching book title					
	Searching journal article					
	Searching author					
	Searching collection					
	metadata structure					
	Collections scope					
	BHL Collections Management process					
	selection for digitization					
	digitization					
	metadata assignment/enhancement					
	curation					
	Admin dashboard					
	Pagination					
	statistics					
	Copyright?					
BHL Outreach plan (frequency of...how it is done for the tools we use)						
	facebook posts					
	blog					
	twitter					
	instagram					
	pinterest					
Internet Archive						
	Finding BHL materials					
	Scope IA					
	Editing?					
	Ingest process (timing, how it is done)					
Tools						
	Macaw					
	Python					
	Google Refine					

	Omeka					
	BHL Exhibitions tool					
	spreadsheets					
	TEI					
	DAMS					
	MARC					
	Survey tools					
	Issue tracking tools for cross-institutional collaboration					
	Other					
Transcription Experience						
	Smithsonian tool					
	From the Page					
	Digi Vol					
	Mechanical Turk					
	Transcribed pages					
Digital Libraries (other)						
	HathiTrust					
	DPLA					
	Europeana					
	Other					
Digital Libraries 2						
	Curation					
	Lifecycle					
	Preservation (NDSA)					
	Workflow					
	Formats					
	Web Archiving					
	Sustainability					
Biodiversity literature						
	Accessed and read					
	Reference answers					
Taxonomic names						
	familiar with organism names					
	use in BHL					

User Surveys						
	design					
	carried out					
	focus groups					
	analysis					
UI						
	design					
	functional and technical requirements					
	evaluation					
Repositories (which ones)						
	deposit					
	architecture					
	development					
	evaluation					
Crowdsourcing						
	participated in events					
	participated in verification					
	evaluation					
Communication						
	Virtual					
	Face-Face					
	Presentation of work					
OCR experience						
	implementation					
	corrections					
	evaluation					
Full text search						
	use					
	implementation					
	evaluation					
Webinars						
	viewing					
	development					
	evaluation					

Museum experience (visit or work)			None	Visit occasionally	Visit often	Notes	Worked in (months)
	Natural History Museum						
	Art Museum						
	Other Museum						
	Botanic Garden						
	Research Institute						