

BEFORE THE EVENT

- Designate the Copying Station Captain.
- Confirm the availability of equipment and supplies.
- Prepare the laptops for the event.
- Confirm workflows for Copying Station.
- Train the Copying Station Volunteers at the Event Orientation and Training Session.
- Send a follow-up email to Copying Station Volunteers.

AT THE EVENT

- Prepare the Copying Station and work with volunteers to copy their Items.
- At the Copying Station, work with Contributors to copy their Items.
- At the Copying Station, document how Items were copied and properly store completed Descriptive Information Forms.
- Conduct a mid-day review and back-up of each Copying Station table.
- Deliver the completed Descriptive Information Forms to the Digital Preservation Specialist.
- Receive confirmation from the Digital Preservation Specialist to shut down laptops for the day.
- Pack up the Copying Station.

AFTER THE EVENT

- Remove files from Copying Station computers.
- Assist with troubleshooting collection-related questions.