

Collection Preparation Policy

Before UPLINK can digitize and describe an accepted collection, the heritage organization must do the following preparation:

- Arrange the collection to at least the series level.
- Fill out a questionnaire about the collection.

The heritage organization can also choose to digitize or describe the collection themselves to lower the cost of adding the collection to UPLINK.

Learn more about how to arrange and describe collections [here](#).

Learn more about the cost of different services [here](#).