

Why Digitize?

Digital Stewardship Curriculum

Institutional
Level



Policy
Level



Project
Level





Why Digitize?

- **WHY** do you need to/want to digitize materials in your department/organization?
 - **List** the main reasons you want to digitize materials
- Opportunities
 - **What** can you do with digital materials that you can't with analog/physical materials?
- Challenges
 - **What** steps need to be taken, or what might impede digitization? (resources, planning documents, staff, etc.)

Reasons for Digitization

- Increase access to your collections within your tribal values
- Enhance descriptions
- Reunite collections, information, narratives
- Preservation for long term

Digitization Decision Making (first steps)

- Decide and **DEFINE** priorities
 - Based on:
 - Collections (current and/or future)
 - Collections policy (overall)
 - Cultural values
- **EXAMINE** Resources and list (current)
 - Human
 - Technical
 - Infrastructure
 - * list aspirational resources

Digitization Decision Making

- Define Outcomes
 - What will be produced?
 - What will be gained? (knowledge, collections, etc)
- Define Benefits
 - Institutional
 - Community-based
 - Educational

Discussion

Share one digitization project that you would like to start in the next year.

- **Why** is it on your list of priorities?
- What are some **challenges** to overcome?
- What would be the **outcomes**?
- What would be some **benefits**?

Digitization statements and policy

- Digitization purpose statement
 - stems from your why digitize list and your mission statements
 - General statement of **value and need**
- Digitization policy
 - Specific to digitization for your department
 - guides all steps and procedures (get, check, save, share)