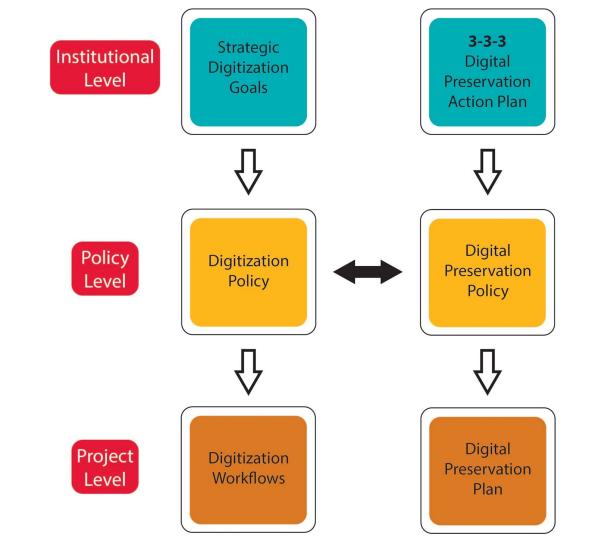
Why Digitize?

Digital Stewardship Curriculum



Get it

Find, select, prioritize materials, accept donations, digitize originals, and create copies.

Check it

Continually ensure that materials in your collections are created and maintained up to your standards for quality, organization, and description.

Digital Stewardship Lifecycle

Share it

Provide access to materials through exhibits, online collections, educational programs. Make available for research.

Save it

Preserve and protect materials for the long term. Plan for a secure place to save files, that can expand to hold your growing collections.

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
 - o 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)