

Digitization Purpose Statement

Digital Stewardship Curriculum

Digitization Purpose Statement

- 1) **Identify** your organization's mission, directions and objectives
- 2) **Define goals and objectives** for digitization projects - both short and long term
- 3) **Connect** goals to larger mission/direction

Example: Pokagon Band of Potawatomi Dept. of Language and Culture

Tribal Mission Statement:

“The Pokégnek Bodéwadmik / Pokagon Band of Potawatomi will respectfully promote and protect the culture, dignity, education, health, welfare and self-sufficiency of our elders, our youth, our families and our future generations, while preserving Mother Earth. We will strive to give Pokagon Citizens a better quality of life. The Band will also strive for successful economic strength thus ensuring the sovereignty of the Pokagon Potawatomi.”

Example: Pokagon Band of Potawatomi Dept. of Language and Culture

Department Mission Statement:

“The Department of Language and Culture will serve to actively and holistically promote and sustain community wellness through Potawatomi ways of being.”

Example: Pokagon Band of Potawatomi Dept. of Language and Culture

Digitization Purpose Statement:

“The Pekéqen Band seeks to digitize tribal collections to maintain the history, language and culture of our Nation to benefit tribal and local communities for generations to come.”

Drafting Your Statement

- Work through the Digitization Purpose Statement creation steps with your partner.
- Create first draft
- Whiteboards, notes, bullet points.

Stages

- digitization **purpose** statement
- digitization **policy**
- digitization **projects** steps/workflow

Digitization Selection Criteria Worksheet

- Once you have a Digitization Purpose Statement next steps:
 - Draft and Complete a Digitization Collection Development Worksheet
 - This is Part 2 of Strategic Digitization Goals

Selecting Materials for Digitization

“Everything” is not sustainable. **Prioritize.**

- **WHO** will use the digital collection?
 - Define Multiple “whos”
- **WHAT** might need to be digitized for preservation’s sake?
 - Note conservations issues

Selecting Materials for Digitization

- **HOW** do cultural/tribal priorities fit in?
- **WHY** digitize NOW?
 - Can it wait?
- **WHERE** will the collections be:
 - 1) digitized 2) stored and 3) accessed

Decide on Criteria for Digitization

- Legal/ethical concerns?
 - Who do you need to speak to?
- Cultural concerns?
 - How would these be resolved or addressed?
- Do we have the technology in place?

Decide on Criteria for Digitization

- Does it fit within:
 - Tribal and Department missions?
 - Collections Policy?
 - Digitization Purpose Statement?
- Do we have:
 - Funding
 - Support
 - Staff to carry it out?

Develop a Digitization Selection Criteria Worksheet

- **GOAL: Purposeful selection and digitization**
 - Create a Worksheet or similar document
 - Using your selection criteria and questions
 - Use for every digital project