



STRATEGIC DIGITIZATION GOALS

PART 2: DIGITIZATION SELECTION

CRITERIA WORKSHEET

This worksheet will help you create a document defining your *Digitization Selection Criteria*. Having clear selection criteria helps your organization make decisions about how, when and what to digitize.

This worksheet is the second in a series including: **Strategic Digitization Goals Part 1: Digitization Purpose Statement Worksheet** and **Part 3: Digitization Policy Worksheet**. The *Digitization Selection Criteria* can be used as part of a larger collections or digitization policy, or used as a tool in the day-to-day work of evaluating materials for possible digitization. The sections in this worksheet are recommendations, you can add and remove topics as needed to create a useful tool for your institution.

1. Establish digitization selection criteria.

Defining your selection criteria is crucial to creating a coherent, usable and sustainable set of collections. Identify precise reasons for digitizing a collection. For example:

- Research use of the collection.
- Teaching use of the collection.
- Preservation issues to consider.
- Use of material in a future project or exhibition.
- Addition of material to an existing digital collection, or creation of a new digital collection.

2. Develop basic criteria questions for digitization.

Once you have defined your digitization selection criteria topics, then you refine those questions to ask about specific materials. These questions should make you think critically about possible challenges to digitizing a specific collection. For example:

- Is it legal/ethical? (e.g. copyright, privacy, cultural sensitivity)
- Is it technologically feasible? (e.g. Do we have the right equipment? Do we have the storage? Is the format viable?)
- How does it fit with the mission/scope?

- Does it directly support research or instruction?
- Is there a preservation need?
- Does it support the tribal community?
- Do we have funding, infrastructure (including space), and staffing to process?

3. Develop a digitization selection criteria form, checklist, or worksheet.

The final step is to organize your criteria in the first two steps into a comprehensive list. You may not address every single item with each collection review, but make sure to include anything that would apply to your collections or your institution. The following three categories and detailed fields that could be included:

- **Basic Information**

- Collection/grouping description
- Date range of originals
- Current physical location
- Collection size (i.e., linear feet or items)
- Will the collection grow? If so, at what rate?
- Format of items and quantity
- Collection evaluator
- Evaluation date
- Project timeline

- **Fitness for Digitization**

- Mission/fit
- Demand and audience
- Uniqueness of materials

- Condition for digitization
- Legal requirements
- Cultural concerns/review
- Commitment from staff and organization
- Ability to describe materials
- Funding available

- **Technology Requirements**

- Conservation needed
- Equipment for digitization
- Digitization software needed
- Storage space location for preservation and access files
- Access platform(s)
- Access restrictions

Digital Collection Development Worksheet Example:

The example below is one way of organizing your Digitization Selection Criteria information:

About the Collection

Collection/Grouping Description:	
Date Range of Originals:	
Location:	
Collection Size:	
Will the collection grow? At what rate?	
Format of items and number/length: (eg: 20 photographs; 3 one-hour videos)	
Collection Evaluator:	
Evaluation Dates:	
Project Timeline:	

Fitness for Digitization

Mission/Fit:	
Demand and Audience:	
Uniqueness of Materials:	
Condition for Digitization:	
Legal Requirements:	
Cultural Concerns/Recommendations:	
Commitment from Curator and Organization:	
Ability to describe materials:	
Funding Available:	

Technology Requirements

Conservation Needed:	
Equipment for Digitization:	

Digitization Software Needed: (eg: Photoshop, Acrobat Pro, OCR Software)	
Approx. Space for Preservation Files and Location:	
Access Mechanism:	
Access Restrictions:	

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