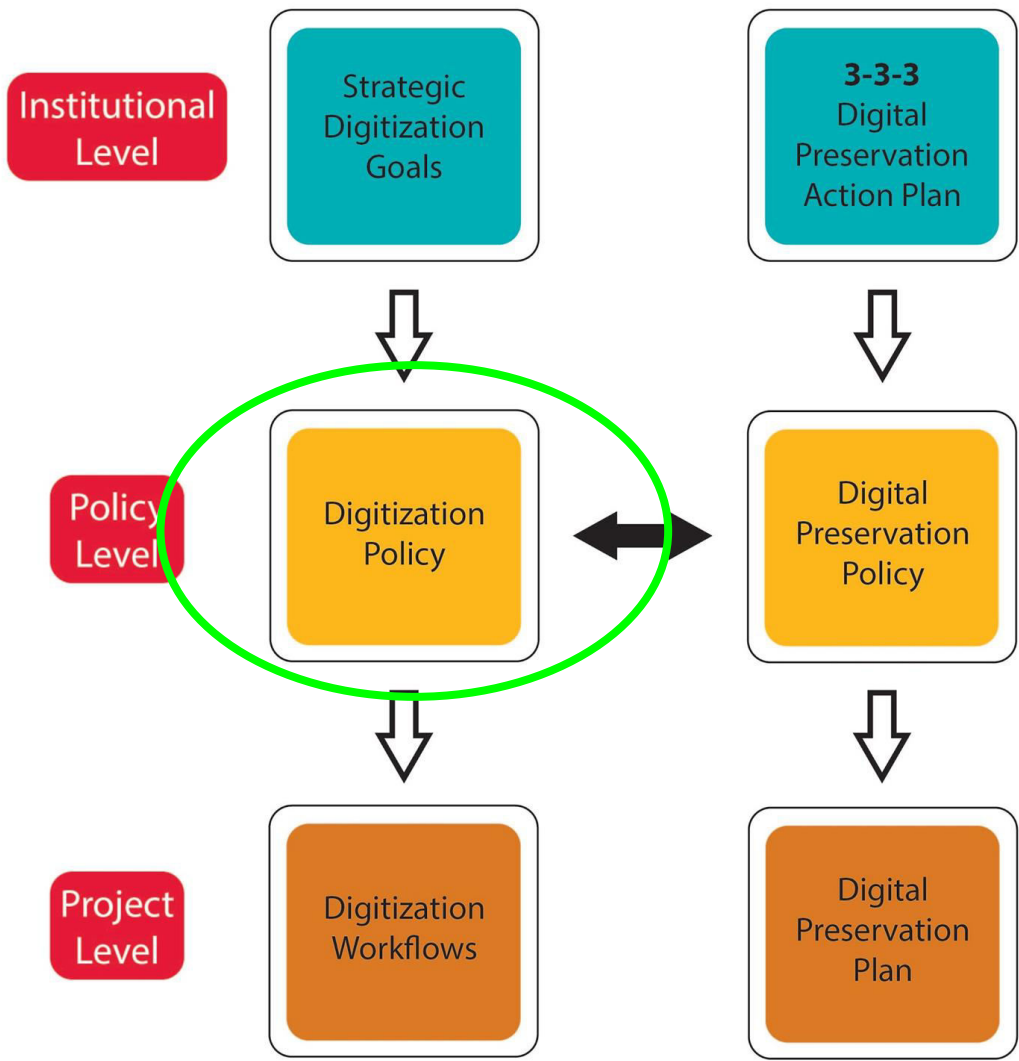# Digitization Policy

Digital Stewardship Curriculum

Before Creating a Digitization Policy

- Mission statement
- Collections policy
- Access and Use Policy
- Digitization Purpose Statement
- Donor form
- Digitization Collection Development Worksheet

Institutional Level	Strategic Digitization Goals	3-3-3 Digital Preservation Action Plan
Policy Level	Digitization Policy	Digital Preservation Policy
Project Level	Digitization Workflows	Digital Preservation Plan

Digitization Policy worksheet

- Start with foundation from **Digitization Purpose Statement**

- And **"Why Digitize"** Activity
  - Discuss again for your institution specifically

- Scope of policy
  - What formats, what *types* of projects, how digitization *happens*

Digitization Policy worksheet

- Selection Criteria (**Digital Collection Development Worksheet**)

- Roles and Responsibilities

- Access and Use

Digitization Policy worksheet

- Key Terms, Definitions
- Contact Information
- Revision Statement

- Procedures
  - Standards
  - File naming, folder structure
  - Metadata
  - QC

Digitization Policy Examples

- Harriet Tubman Institute
- Indigitization template
- Joyner Library

Completing Worksheet

- Take notes on your worksheet
- Look at examples
- Start to use the questions to draft a Digitization Policy