Workflow for Strategic Digitization Goals

Before beginning this process discuss the following questions with your department/unit/team?

1. Why do we want to digitize?
2. How does digitization fit into your organization's mission and strategic plan?

Step One

Review your larger organization's strategic directions and objectives to determine how your strategic goals can align with both short and long-term support and sustainability.

Many tribal communities, councils, and libraries have developed specific strategic goals and your digitization goals should align with these larger strategic priorities.

Examples of strategic directions or goals could include:

- Advance our knowledge and understanding of our tribal history
- Improve cultural awareness and traditional knowledge
- Increase the number of tribal members speaking our language
- Support the development and creation of oral histories

Step Two

Develop your department's strategic directions and objectives for digitization by aligning them with those of the larger organization.

For example, most tribal councils or cultural committees will have a strategic direction that is tied to cultural awareness, education, history, or traditional knowledge, of which much of your strategic directions and objectives should align. Thus, the top down strategic directions and objectives would be as follows:

Tribal Council or Cultural Committee

> ➢ Strategic Direction: Improve cultural awareness, education, and traditional knowledge

Tribal Cultural Resources, Library, Archive or Museum

> ➢ Strategic Objectives
>   o Identify and address priorities for digitization
>   o Develop systems and resources to capture traditional knowledge of digital resources

This foundational strategic alignment will ensure your work supports the larger organization to ensure funding and sustainability.

Step Three

Establish a digitization purpose statement.

For example "To identify and digitize a variety of materials to be added to our larger database for use by tribal community members to increase cultural awareness, history, and traditional knowledge."

Step Four

Develop a statement regarding the role of each team member in the digitization selection process.

For example, "In collaboration, the head of the department and the digitization technician will identify single items or entire collections for digitization, based upon selection criteria."

Step Five

Establish digitization selection criteria.

For example:

> ➢ Research use of the collection
> ➢ Teaching use of the collection
> ➢ Preservation issues to consider when digitization is a viable solution
> ➢ Use of material in a future project or exhibition
> ➢ Addition of material to an existing digital collection

Step Six

Develop basic criteria questions for digitization.

➢ 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?

    o Does it directly support research or instruction?

    o Is there a preservation need?

    o Does it support the tribal community?

➢ Do we have funding, infrastructure (including space), and staffing to process?

Step Seven

Develop a digitization collection development worksheet.

The following three categories and detailed fields 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 dates
➢ Project timeline

Fitness for Digitization

➢ Mission/fit
➢ Demand and audience
➢ Uniqueness of materials
➢ Condition for digitization
➢ Legal requirements
➢ Commitment from curator and organization
➢ Ability to describe materials
➢ Funding available

Technology Requirements

- ➢ Conservation needed
- ➢ Equipment for digitization
- ➢ Digitization software needed
- ➢ Approx. space for preservation files and location
- ➢ Access mechanism
- ➢ Access restrictions

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Information and workflows adapted from the University of Oregon Libraries Special Collections and University Archives; Digital Scholarship Center; and Image Services Center.