**Digital Collections Stewardship Workbook 1: Introduction**

**Activity 1: Digital Collections**

You have been introduced to the definition of digital collections, what they might reflect about your community, and the types of items they might include. In the Digital Collections Examples section, you heard from practitioners at six small institutions about the digital collections they have created.

1. Choose one of the six institutions from the Digital Collection Examples section. Listen again to the collection’s description and look through their digital collections. What do you like about their collections (e.g., content, organization, presentation, searchability, quality, descriptions)? Inspired by what you discover there, what elements would you want to include in your digital collections?
2. List any digital collections your institution currently has. Note who is responsible for creating and maintaining them.
3. List any ideas you have for new digital collections. These could be things you have already been thinking about, or new ideas inspired by the examples. What are some possible themes for these new collections? What kinds of stories and histories would you like them to tell? What kinds of items might go into them? *(We’ll revisit this question in the next course, so it’s ok if you’re still unsure!)*

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Description automatically generated**Activity 2: Focusing on Your Community**

To get started thinking about the Digital Stewardship Lifecycle, take time to reflect on your community and institutional values, culture, and languages.Before discussing community or cultural needs, it is important to understand who makes up your community, including Indigenous groups that steward or have stewarded the land you live on. We encourage you to discuss these questions with colleagues as well.

1. Who currently lives in your community, and who has lived there in the past? Which cultures, groups, and languages are represented in your community?
2. Which groups are represented in your collections? Which groups have been left out or overlooked in your collections? Whose histories and voices might you include to tell a fuller story of your community?

1. Which groups have a voice in your library decision-making? Who is currently consulted? Who is left out of these conversations?
2. Who else in your community should have a seat at the table when it comes specifically to making decisions about creating, organizing, preserving, and sharing digital collections?

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Description automatically generated**Activity 3: Digital Stewardship Lifecycle Customization Brainstorm**

Brainstorm some ideas for ways that you might customize your Digital Stewardship Lifecycle and your digital collections work to better serve your community and institutional needs. Record all your ideas below.

*We’ll come back to this list later in the training. For now, these are just possibilities to consider.*