

# Digital Stewardship Life Cycle Worksheet

## Digital Stewardship Curriculum

Use this worksheet as a place to take notes, brainstorm, and plan for creating your own version of a Digital Stewardship Lifecycle. For each stage, think about your current practices, goals for the future, and important cultural considerations.

### Get it

Find, select, prioritize materials, accept donations, digitize originals, and create copies.

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### Get it

Assess community needs. Provide equipment to digitize materials in homes. Ensure community values are upheld throughout all policies and processes.

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## Check it

Continually ensure that materials in your collections are created and maintained up to your standards for quality, organization, and description.

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## Check it

Define protections for cultural materials. Prioritize collections involving community members. Form a cultural committee to help make informed decisions.

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## Save it

Preserve and protect materials for the long term. Plan for a secure place to save files, that can expand to hold your growing collections.

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## Save it

Preserve materials with cultural values, definitions, and goals in mind. Gather traditional knowledge about care and storage. Reach out to elders and others for support.

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## Share it

Provide access to materials through exhibits, online collections, educational programs. Make available for research.



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## Share it

Define access based on cultural protocols for viewing, sharing, and circulating materials. Create levels of access reflecting what already exists in your community.

