STRATEGIC DIGITIZATION GOALS
PART 2: DIGITIZATION SELECTION CRITERIA WORKSHEET

This worksheet is a step-by step guide to define digitization selection criteria at your organization. Having clear digitization selection criteria helps your organization make decisions about how, when and what to digitize.

For more information about digitization planning, view related items connected to this resource on the Sustainable Heritage Network in the "Digitization Planning"category.
- Strategic Digitization Goals Part 1: Digitization Purpose Statement Worksheet
- Strategic Digitization Goals Part 3: Digitization Policy Worksheet

A digitization selection criteria document or workflow 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 reasons for digitization selection.
Defining why a collection or item should be selected for digitization is crucial to creating a coherent, usable and sustainable body of digital collections. Identify precise reasons for digitizing a collection. For example:
- Research use of the collection.
- Teaching use of the collection.
- Use of material in a future project or exhibition.
- Addition of material to an existing digital collection.

2. Develop basic digitization selection criteria.
Once you have defined reasons a collection or item might be selected for digitization, then you refine additional questions to ask about specific materials. These questions should prompt you and other staff to think critically about possible challenges in digitizing a specific collection or item or reasons to not digitize. For example:
- Is it legal/ethical? Are there any copyright, privacy, or cultural sensitivity concerns?
- Is it technologically feasible? Do we have the right equipment? Do we have the storage? Is the format viable?

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- 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 developed in the first two steps into a comprehensive list. Not all criteria on your list will be relevant to each individual item/collection review, but you can try to include anything that would apply to your collections or your institution as a whole. The following three categories contain suggestions for detailed fields which you might include:

- **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

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Digitization Selection Worksheet Example:

The example form below is one way of organizing your Digitization Selection Criteria information. Consider what format might work best for you in your work.

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:	

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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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