Digitization Project Planning Digital Stewardship Curriculum

Two questions:

- Should we digitize?
- Can we digitize?



- Similar questions for:
 - Digital projects
 - Collaborative projects

- Should we digitize and can we digitize (basic, but necessary...)--as we recall
 we can't digitize everything (nor is it necessary) so we have to not just
 prioritize but also make sure those priorities link back to your digitization
 PURPOSE statements, overall reasons for digitization for YOUR institution...
- We are focusing on digitization, but many questions of GOALS and RESOURCES overlap with what we will discuss.
- Each question brings up sets of concerns...
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Should we Digitize? Priority Questions

- Does this project fit within our mission?
 - Community or organization's values/goals
- Does it align with our Digitization Purpose Statement?
- Who is the audience for this project?
 - O Who will use the digitized materials?
 - O by they have specific needs?
- What will be the results of this project?
 - How will they be shared (online, limited access, etc)
 - How will they be accessed and used
- Does this project fit within our mission?
- Does it fit within the Digitization Purpose Statement?
- Who is the audience for this project? Who will use the digitized materials?
 Specific needs?
- What will be the results of this project?
- How will they be shared (online, limited access, etc)
- How will they be accessed and used?
- These help you to ORGANIZE

Organization: Project specific

- Project specific goals
- Project scope and timeline
- Specific outcomes
 - activities
- Benefits
 - Types
- Cultural values articulated
- Legal, privacy, IP concerns
- Projects--
- Allows you to DEFINE project wide GOALS
 - o Project scope and timeline- how big is the project, when is the deadline
- Outcomes what will be the results of this project
- Benefits how will this project benefit your community
- Legal/privacy/IP would this project have legal risks? (tribal, state, federal), IP concerns?
- Cultural needs does this fit with your community's values
- Should we allows you to move on to then YES now HOW do we OR NO -- we need to do more work first or shift focus.

Can we digitize? Priority Questions

- Do we have the right equipment?
 - Can we afford the equipment we need to purchase?
- Do we have enough digital storage space for all master and access files?
 - Is our preservation plan in place?
- Do we have the staff to carry out the work?
 - What options do we have for training?
- Do you have the right equipment AND/OR -- can you afford the new things you need for this project
- Do we have the digital storage space -- master and access copies--AND do we have a preservation plan IN PLACE..
- Do you have the staff to complete the project -- Can you train them if needed..
- Finally...you need to consider your digitization methods

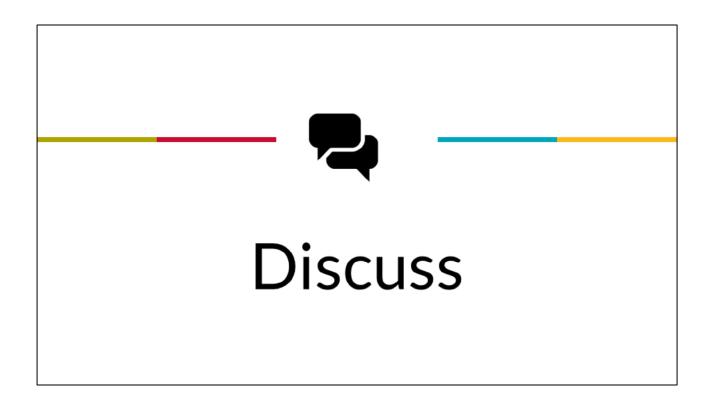
Project Needs and Organization

- Resources
 - o Human, technical, financial
- Technology
 - Hardware and software
- Support
 - o Technical, cultural, emotional, etc.

- Now define specifics of HOW --
- Resources time, money, staff, housing and storage
- Technology equipment and software, digital storage space
- Support fiscal, political, administrative, emotional
- Some topics, events can be hard on community members, staff Archives
 Trauma
- Are you able to provide support, or be supported?
- These get to the specifics of the on-the-ground aspect of digitization...so for example

Digitization Methods

- In house
- Collaboration
- Outsourcing
- Costs
 - Time
 - Staff
 - Resources
- When you are planning projects you have options for how you can choose to proceed
 - IN HOUSE -You can gather all the materials you need, and do it yourself
 - COLLABORATION -You can find others in your area that have equipment, expertise, interns...
 - OUTSOURCE -You can find a vendor who you trust who will digitize for you for a fee (also metadata, conservation work)
- All of these can be part of your overall digitization project one is not better than the others, it just depends on what your project is, what resources and staff you have....and other factors.
- So to help you see this decision making in action we have an activity:



Instructions for a discussion activity on next slide

Should We? Can We? Activity

- Gather a small group of up to four people
- Complete this corresponding SHN resource together:
 - Should we digitize? Can we digitize?
 Case Study Discussion Activity
- If you can, modify the activity to be specific to your own project.
- Case study that provides a scenario for a digitization project and you have to decide if you SHOULD and if you CAN embark on a conclude the project—
- You will have certain limits around: staffing, funding, equipment, and resources.
- Discuss as small groups
 - Rremember, can do projects in stages --- if you choose this ID the stages

Credits

- Images
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