



# 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?
  - Who will use the digitized materials?
  - Do 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
  - 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 allow 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
  - Human, technical, financial
- Technology
  - Hardware and software
- Support
  - 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:



# Discuss

- 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
  - Remember, can do projects in stages --- if you choose this ID the stages

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