ASK THESE QUESTIONS WHEN SELECTING A COLLECTION FOR DIGITIZATION

___ Does the material have sufficient intrinsic value to ensure interest in a digital project?
___ Will digitization significantly enhance access?
___ Increase use by an identifiable constituency?
___ Will any of these goals be met by digitizing:

- Preservation (creation of faithful reproductions to replace deteriorating materials or to reduce handling of fragile and/or valuable materials)
- Improved intellectual control (e.g. creation of an electronic finding aid linked to digital images, creation of digitized labels of contents and indexes linked to bibliographic records)
- Added functionality (e.g. ability to distribute widely, to search and manipulate text, to study disparate materials in context)
- Cost savings (e.g. creation of virtual collections with costs and responsibilities shared by multiple institutions)

If yes

___ Does a product exist that meets identified needs?
___ Are rights and permissions for electronic distribution selection available?
___ Does current technology allow adequate digital capture from a photo intermediate?
___ Are the costs of scanning and post-scan processing supportable?
___ Does the institution have the necessary expertise and resources to plan and implement the project?
___ Is there sufficient organizational and technical infrastructure to create, manage and deliver the digital product?

If yes

___ Consider the type of scanning required according to scanning standards set.
___ Consider quality control: how thorough must if be?
___ Consider what products must be derived from master files and metadata to meet project goals (e.g. screen displays, searchable text, paper prints, disks, archival tapes)
___ Consider whether, to what extent, on what media, and where data will be archived.
___ Can the project be refined to narrow scope or recast objectives?
___ Can infrastructure needs be addressed?

If yes

___ Proceed to plan, implement and evaluate project.