

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 it 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.