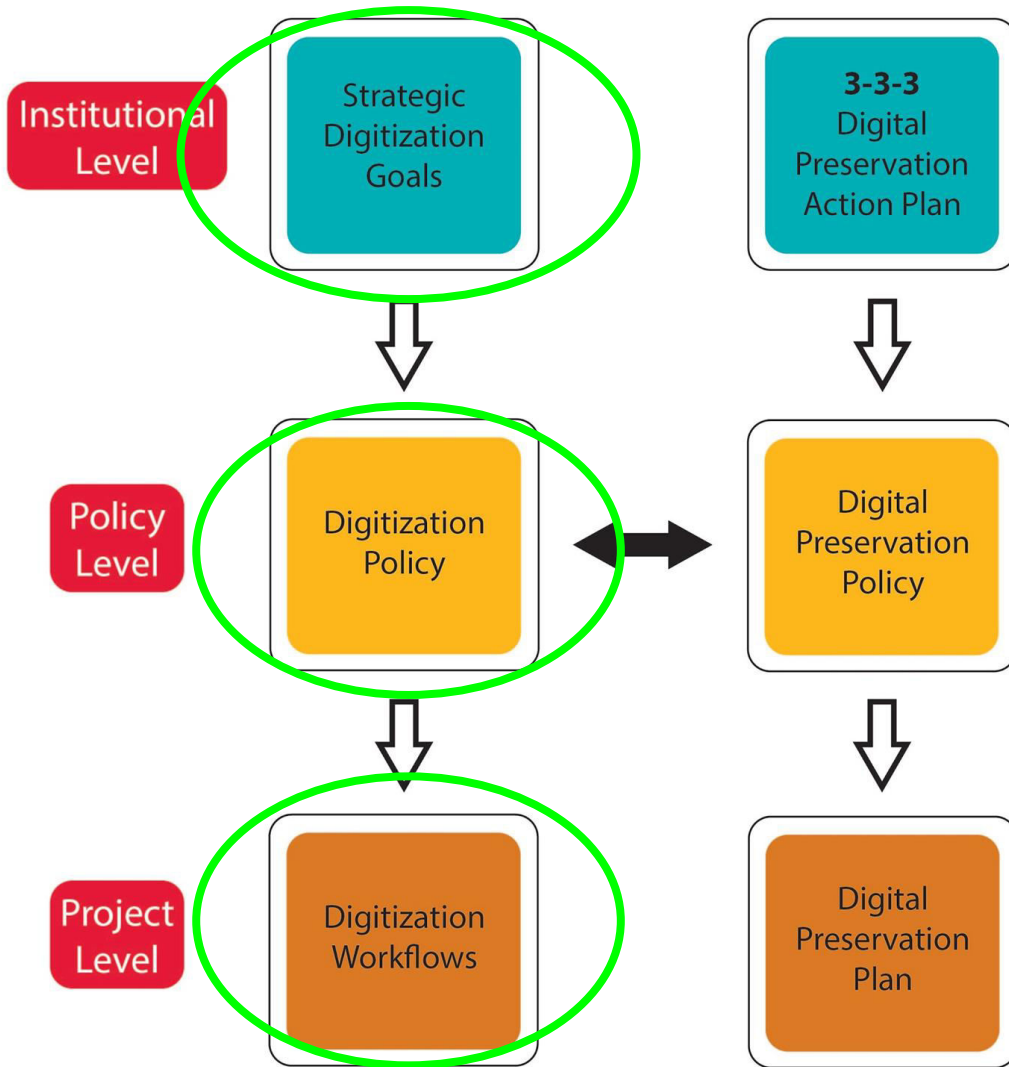


Digital Project Planning

Digital Stewardship Curriculum



First, two questions:

- Should we Digitize?
- Can we Digitize?

Should we Digitize?

- Goals
- Project Scope
- Outcomes
- Benefits

Examples of ‘Should we Digitize’ priority questions

- Who is the audience for this project?
 - Who will use the digitized materials?
- Does this project fit within our mission and Digitization Purpose Statement?
 - Tribe, institution, department
- What will be the results of this project?
 - How will they be shared (online, limited access, etc)

Can we Digitize?

- Resources
- Technology
- Support

Examples of '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?

Digitization Methods

- In house
- Collaboration
- Outsourcing

- Cost
 - Time
 - Staff
 - Resources

Should We, Can We? Activity

- 3 groups of 3-4
- Read through case study and discuss questions

Come up with a yes or no, and justify!

Resources

- Should we Digitize? Can we Digitize?
- Starting a Digitization Project
- Outsourcing Digitization or Digitizing In-House
- Questions to Ask When Outsourcing Digitization