



Archival Media Preservation

Digitization Planning Checklist - Basic

Original Materials

Determine collection(s) to be digitized

Includes development of selection criteria

Determine format of originals (paper, film, tape, photographic prints)

Optimal workflow requires separation of various size originals into groups

Determine size of the originals

Determine quantity of the originals, per size if necessary

Determine special handling requirements

Brittle materials, bound volumes, scrapbooks, etc.

Decide location of digitization

In-house by staff member, In-house by vendor staff, or at an external vendor's site

Perform any preparation steps necessary

Removing staples and paper clips, special packaging, etc

Develop tracking mechanism for shipments to vendor

May be as simple as a list or spreadsheet, or as complex as a database.

Check-out, check-in, procedures to verify return of all materials

Develop timeline for return of originals to collection

Digital Files

Determine digital format(s) needed

Consider usage & preservation requirements

Determine hardware needs for digitization

Letter size scanner, large format scanner, digital camera, copy stand, soft box

Determine hardware needs for storage

Workstation computer, server, tape decks, DVD writers, portable hard drives or RAID, removable storage media

Determine infrastructure requirements

Network, internet access

Determine software requirements (

Digitization software for scanning or encoding, file conversion, generation of thumbnail images or storyboards, tracking software, database software)

Develop quality assurance measures

Steps to verify if the digitized files are of sufficient quality and integrity

Staffing

Develop procedures list or manual

Documentation of procedures will ease training of new staff, help avoid errors

Should include metadata model

Determine how many hours per week/month staff will devote to digitization

Determine skills needed.

Train staff as needed

Determine supervision requirements & assign staff