AMA DIGITIZATION WORKSHOP:
DIGITIZATION PLANNING

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AGENDA

• 5 W’s (and an H) of digitization
  • Why?
  • When?
  • What?
  • Who?
  • Where?
  • How?
REASONS FOR DIGITIZING

- Access
- Preservation/conservation
- Prestige
- Support the community you serve
- Stimulate interest
- Administrative directives
- Monetary gain
- Funding
- Technology
SELECTION OF MATERIAL

• Considerations
  • Archival value
  • User demand
  • Condition and feasibility
  • Rights
  • Duplication
  • Intellectual control
  • Funding stipulations
  • Institutional goals
PLANNING

• Goals and objectives
• Determine scope
• Establish quality standards
  • Image capture
  • Metadata
• Resources
  • Staff
  • Space
  • Equipment
  • Digital infrastructure
• Risk analysis
STAGES OF DIGITIZATION

• Data capture and creation
• Data access and delivery
• Managing the digital collection
DATA CAPTURE AND CREATION

• Image handling and preparation
• Image capture
  • Hardware and software
• File formats and compression
• Storage
• Metadata
  • Description, indexing and cataloguing
DATA ACCESS AND DELIVERY

• Access and delivery
  • In-house access only
  • Wide spread access

• Search and retrieval

• User issues and access management
MANAGING THE DIGITAL COLLECTION

• Database creation and system design
• Workflow and procedures management
• Quality assurance
• Project management
• Digital preservation and storage
• Promotion
THANKS!

Questions?

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