



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

