Use these sheets to write down your version of a Digital Stewardship Lifecycle. There are a few blank pages for additional notes included.

Get it

Find, select, prioritize materials, accept donations, digitize originals, and create copies.

"Get It" - Bringing items into your institution, creating content.

Get it

Assess community needs, provide equipment to digitize materials in homes, ensure community values are upheld throughout all policies and processes.

Cultural Checks for "Get It"

Check it

Continually ensure that materials in your collections are created and maintained up to your standards for quality, organization, and description.

"Check It" - Managing content, creating description and organization, monitoring integrity/quality.

Check it

Define protections for cultural materials. Prioritize collections involving community members. Form a cultural committee to help make informed decisions.

Cultural Checks for "Check It"

Save it

Preserve and protect materials for the long term. Plan for a secure place to save files, that can expand to hold your growing collections.

"Save It" - Preserving and storing content.

Save it

Preserve materials with cultural values, definitions, and goals in mind. Gather traditional knowledge about care and storage. Reach out to elders and others for support.

Cultural Checks for "Save It"

"Share It" - Providing access to content in appropriate ways.

Cultural Checks for "Share It"