

Should we digitize? -- Can we digitize?

Case Study Example Activity

Digital Stewardship Curriculum

Instructions:

Read through the digitization project scenario below. Then, with your group, discuss each factor relating to the questions: Should We Digitize and Can We Digitize?

Institutional Profile:

Your department is the new Archives Department within the Tribal Historic Preservation Office. Your department's mission is to gather and create historical and educational materials for the tribe's language, culture, and history and provide access to these materials in person and online.

Staff:

You are a staff of one person, there is no possibility of hiring temporary employees or managing interns at this time. You need to commit at least 40% of your time to administrative, archives management, and grant writing duties. That means 60% of your time remains for digitization projects.

Funding:

Your salary is funded by the tribe. Your limited funding for archival processing and digitization projects comes from grant funds. This year, you have received a \$6,000 Preservation Assistance Grant from the National Endowment of the Humanities, which you used for training and equipment for photo digitization. You can request limited funds for digitization equipment or outsourcing (getting materials digitized by an outside vendor) from your department, based on need.

Equipment:

You have one high quality photo scanner, computer, and photo editing software.

Digitization Project Description:

Your archives has a collection of 125 photographic prints in good condition that were taken of basketmakers, bead makers, and artists in your community during an annual celebration 23 years ago.

Also included in this collection are 30 minidisc cassettes recording artists speaking about their art, inspiration, and related stories. You have gone through and listened to these recordings with the Traditions and Culture Committee, and have determined that a small number of these recordings are culturally sensitive because they discuss aspects of culture and ceremonies that are not shared with people who are not elders. You do not have

equipment to digitize these minidisks at a good enough archival quality at your institution.

This collection was donated to the Tribal Historic Preservation Office by the photographer, who is a tribal member. This collection was accepted by the THPO before you started as Archivist. There has been a lot of interest in the photos from descendants of the artists and general tribal membership, and you would like to digitize and share these photographs on the tribal website.

Next year will be the 25th annual celebration, and you would like to launch a digital collection in time for that celebration. The collection, however, only includes release forms from about half of the individuals who were photographed and interviewed.

Should we digitize?

Does the project align with department goals?

Is the scope of this project realistic in relationship to staff, resources, time, and budget?

What are the outcomes of this project?

What are the benefits of the project?

What are some possible risks of completing the project?

Can we Digitize?

Can you meet the timeline for the project? If not, is there a timeline you could suggest?

What staff are available for this project? Are they sufficient?

What costs will you need to consider?

What additional equipment and software might be needed? Will you need to outsource any digitization to an outside vendor?

Are there any permissions or access restrictions that should be considered?

Are there any copyright concerns for sharing the materials?

How will you provide access to the materials?

What considerations should be made for the long-term preservation of the digital media created?

**After discussing these questions,
would you proceed with this digitization project?
(choose one)**

YES or NO

Explain your answer: