

Digital Project Checklist

Step	Specific tasks	People	Timeline	Notes
Planning	Before starting a new digitization project, assess and organize the physical collection. Don't digitize a mess!			
Planning	Determine the criteria you will use to select materials for digitization.			
Planning	Create a project budget and timeline.			
Planning	Acquire necessary equipment and set aside a space for digitization.			
Rights Management	Review selected materials to determine copyright status.			
Rights Management	Contact known copyright holders to obtain permission to share content online.			
Digital Imaging	Scan or photograph original materials.			
Digital Imaging	Send oversized items or other unusual materials to vendor for conversion to digital.			
Metadata	Research items in order to create descriptive metadata—who, what, where, when?			
Metadata	Enter metadata into platform of your choice (software for online access, spreadsheet, PastPerfect, etc.).			

File Management	Determine and apply a file-naming / organization scheme.			
Storage	Move high-resolution digital files to long-term storage locations.			
Storage	Create checksums.			
Storage	Move physical items to appropriate storage.			
Storage	Add newly created digital collection to your inventory of digital content. Document where it's located, who has access to it, succession planning, etc.			
Access	Select a platform for online access and upload metadata and digital files.			
Access	Promote online collection to users with social media, press releases, public events, etc.			
Maintain	Respond to requests for reproductions or more information.			
Maintain	Spot-check digital files annually to assess file degradation. Check your checksums.			
Maintain	Track use of collection and user response.			

NOTE: Highlighted items indicate steps where a process or the project should be documented in some way.