

# DIGITIZATION ASSESSMENT

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**Initial Assessment of Documents**  
(To be performed for each different type of source item)

Do the document or documents have to be captured in their entirety or can individual items be selected (i.e. 'cherry-picking')?

Whole Document                       Selecting Items Allowed

Does the original project plan request digitization for access, access and preservation, or just preservation?

Access                       Access & Preservation                       Preservation

Do conservation demands require that the digitization should be done at preservation quality, or can the item be captured at access level only?

Access Quality Allowed                       Preservation Quality Required

Types of documents:

<input type="checkbox"/> Surrogate (e.g. 35mm slide)	<input type="checkbox"/> Print/Text
<input type="checkbox"/> Print/Text/Graphics	<input type="checkbox"/> Graphic/Photograph
<input type="checkbox"/> Rare/Unique Manuscript	<input type="checkbox"/> Other

Physical Attributes

_____ Size	_____ Mountings
_____ Colour/BW	_____ Audio
_____ FPS	_____ Smallest Significant Detail

**Suggested Digitization Method**

A

