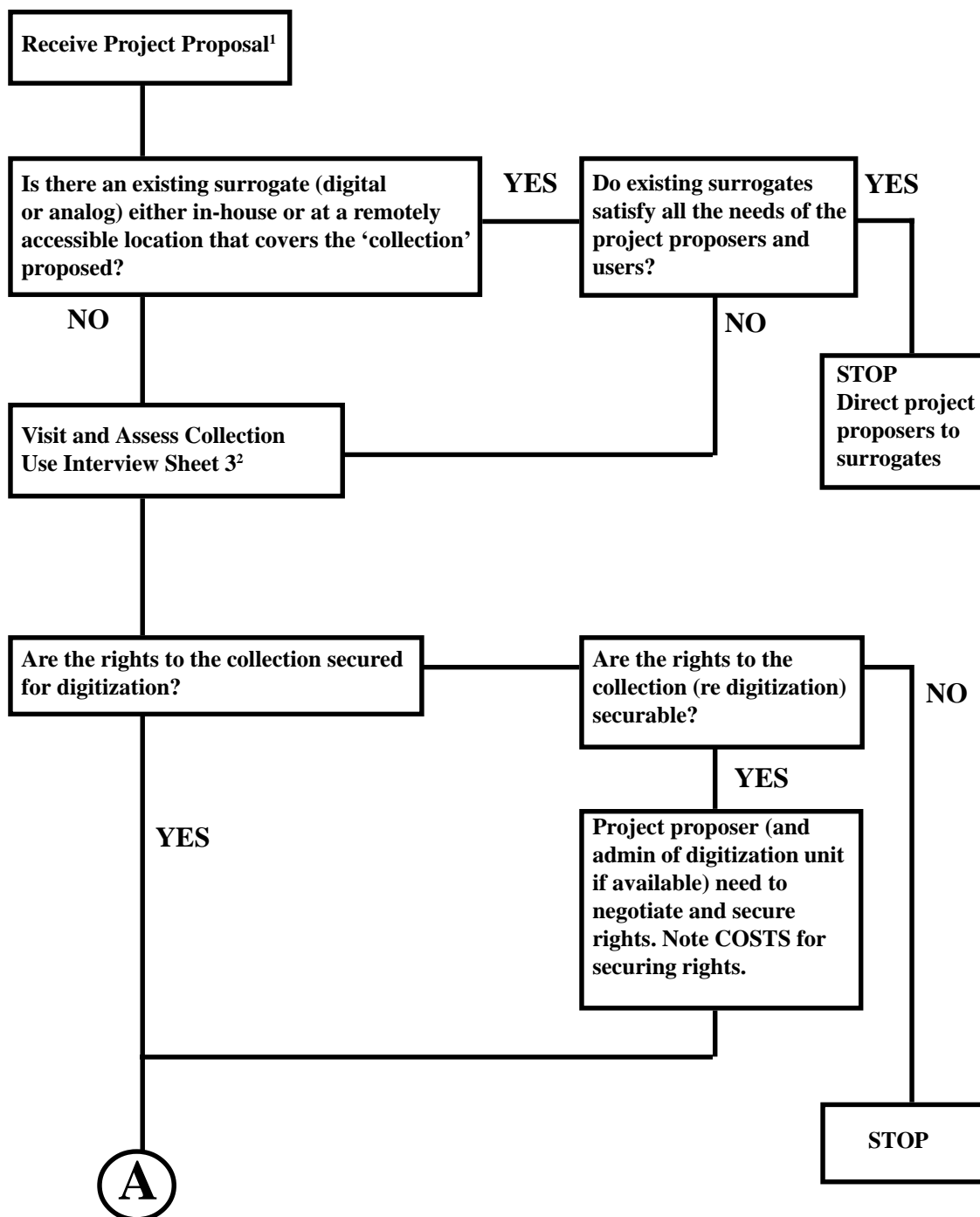


# Decision Matrix for Proposed Digitization Projects

Stuart D Lee  
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1. If the digitization centre is proactive in seeking new projects, it is suggested that a questionnaire is regularly circulated canvassing for new projects, and/or an on-line submission form is available.

2. When assessing the project the aim is to have a clear understanding of the collection (and its sub-units), its size, and full details of the physical and content attributes of all the documents, as well as their proposed end use.



### CHECK-LIST

Aim: to establish (and rate) the demands that will be met if the project is completed.

Mark boxes under each category.

#### ACCESS

- Items in collection are in high/medium demand
- Project would reinstate material into circulation that up to now has been withdrawn (e.g. through conservation or security reasons)
- Project would make items of key historical or intellectual content more widely accessible within the host institution
- Project would make items of key historical or intellectual content more widely accessible outside of the host institution
- Project would increase demand for, or interest in, items in the collection which up to now have been relatively ignored
- Assuming appropriate metadata and access facilities, the project would make the collection easier to navigate and would allow the user to locate desired items more quickly
- Digital surrogates would add functionality to the way the collection is used (e.g. allow for image analysis of damaged material)
- Project will increase availability of material with direct relevance to teaching
- Project will supplement existing accessible digital collections (held locally or remotely)
- Project will 'virtually' reassemble a collection
- Project will satisfy existing requests for digital surrogates from users

#### INFRASTRUCTURE

- Project will reduce costs or burden on library (e.g. retrieving documents, arranging photocopies)
- Project has potential to generate income through marketing
- Project has potential to attract funding
- Project has potential to attract or promote digital capture of supplementary/analogous material
- Project will increase institutional prestige
- Collection is based in a subject area which has been neglected in previous digitization initiatives
- Collection is drawn (mainly) from an institution or institutions which have had little involvement in previous digitization initiatives
- Project will raise the skills level of staff
- Project is in keeping with policies at an institutional level
- Project has aesthetic appeal
- Project has support from scholars, curators, and/or librarians

#### PRESERVATION

- The project will fulfil the needs of preservation for the original material, either via a digital surrogate or via outputting to an accepted analog preservation medium (e.g. microfilm)
- The project will fulfil the needs of 'rescue digitization' by reducing handling of the original document



**B**

**Digitization Assessment (see separate sheet)**

- 1) Establish digitization procedure for the collection best suited to meeting the project aims and the recommendations of curators and conservation experts
- 2) Establish whether digitization should be from the original material or from a surrogate
- 3) Establish whether digitization can/should be carried out in-house or outsourced
- 4) Establish the costs of digitizing via all alternative routes available (note COSTS)
- 5) Establish whether project needs to be redefined, for it to become viable

**CHECK-LIST**

Aim: To provide a rating for the ease with which the project might be completed

- There is accurate information on the exact number of items (down to single images, seconds of audio/video, etc.) contained in the collection, and full details of the current storage media
  - There is sufficient hardware to meet the digitization procedure recommended in the digitization assessment either in-house or via a vendor
  - There is sufficient software to meet the digitization procedure recommended in the digitization assessment either in-house or via a vendor
  - There are sufficient storage facilities in place to meet the digitization procedure recommended in the digitization assessment either in-house or via a vendor
  - There is sufficient hardware/software in place to allow access to the digitized collection, matching perceived user needs
  - There is sufficient and appropriate metadata available to match perceived user needs and the aims of the project
  - There is demonstrable long-term support in place to maintain the project and ensure its longevity in the future
  - A similar project in terms of skills/hardware/software requirements has been successfully undertaken by the institution or remotely (with clear documentation available)
- The scale of the project is manageable in terms of:
- TIME
  - COST (include costs for Copyright Clearance and those outlined in the Digitization Assessment)

**Add to Prioritised List of Projects**

**Cost = £**