Digital Archives 101  
*Presented by Erin Passehl and Amy Vecchione at the 2010 Idaho Library Association Annual Conference*

**Resources To Get You Started**

We have placed all of the resources we will be mentioning at this URL. All of the materials discussed and presented during this workshop are available here: [http://guides.boisestate.edu/digital](http://guides.boisestate.edu/digital)

**Your Digitization Goals**

1. What kinds of materials are you thinking of digitizing? Which have you already digitized? Circle them here:

   - Newspapers
   - Objects
   - Photographs
   - Historical items
   - Current Items
   - Scrapbooks
   - Diaries
   - Family heirlooms
   - Archival material
   - Articles
   - Journals
   - Documents
   - Audio
   - Video
   - Data
   - Research
   - Oral Histories
   - Maps
   - Files
   - Other: _______________

2. Who is the audience for this project?

3. Why do you want to digitize this project?

4. What pre work have you already accomplished? Have you already digitized a collection? Purchased software? Specify that here:

5. Which staff members or volunteers are going to work on this project?

6. What are the challenges to the digitization process? Circle all that apply.

   - Copyright
   - Equipment
   - Funding
   - Knowledge
   - Metadata
   - People
   - Planning
   - Platforms
   - Curriculum matching/Teaching
   - Skills
   - Training
   - Where to begin?
   - Selection/Appraisal
   - Promotion/Marketing
   - Other: ______________________________
Digitization Project Resources

Amy and Erin created this guide to help you with your digitization project. This guide will help you find resources to support your digitization process: [http://guides.boisestate.edu/digital](http://guides.boisestate.edu/digital)

Helpful Resources:

Planning a Digital Initiative

Digital Imaging Tutorial from Cornell University:
[http://www.library.cornell.edu/preservation/tutorial/contents.html](http://www.library.cornell.edu/preservation/tutorial/contents.html)

Metadata:
BCR @CDP’s Best Practices for Dublin Core Metadata

Collection Examples:
Library of Congress Flickr Commons Page

CONTENTdm Collections (search by organization name or type, region, or media type)
[http://www.oclc.org/contentdm/collections/default.htm](http://www.oclc.org/contentdm/collections/default.htm)