

Digitization Planning Form

Summary

Briefly describe the material that you want to digitize.

Size of Project

Estimate the number of documents, photographs, and other material that you will digitize.

Format of Originals

- ☐ Unbound documents (letters, legal documents, etc.)
- ☐ General oversized documents
- ☐ Artifacts and objects (medals, etc.)
- ☐ Film (negatives, slides, etc.)
- ☐ Photographs (loose)
- ☐ Photograph albums
- ☐ Scrapbooks
- ☐ Other bound volumes
- ☐ Newspapers
- ☐ Other:

Condition

- ☐ Tape
- ☐ Metal fasteners (rusty clips, staples, other)
- ☐ Mold or water damage
- ☐ Insect or mice damage
- ☐ Excessive dirt / dust
- ☐ Damaged binding(s) in bound volumes
- ☐ Brittle paper
- ☐ Newspapers
- ☐ Other:

Purpose of Digitization

What will you do with your images?

Hardware and Supplies

List the hardware and any other supplies (tripod, weights, etc.) that you need for this project.

Equipment	Have/Need?	Notes

File Formats and Image Specifications

Format of Original	File Format	Resolution	Grayscale or Color?

File Names

Describe the standard file naming system you will use and provide an example.

File Organization

How will you organize the files? Provide an example.



Creating Metadata

How will you record your metadata?

What information will you record?

- ☐ Creator
- ☐ Title
- ☐ Date Created
- ☐ Description
- ☐ Keywords
- ☐ Location
- ☐ Source
- ☐ Other:

Digital Preservation

Where will you store your files? How many copies will you make?

*Remember **3-2-1**: Save **3** copies on at least **2** types of media in more than **1** location.*

- ☐ CD
- ☐ Cloud storage
- ☐ DVD
- ☐ External hard drive
- ☐ USB flash drive
- ☐ Other:

