

New York State Archives

Strengthening Archives

Digitization Assessment Objectives

- You adhere to established standards when digitizing materials
- You use appropriate technology to reproduce your records
- You have policies governing the creation and distribution of digitized records
- You have a well defined scope and goals for your digitization project.

Assessment Question	Yes	No	Needs Improvement	Areas for Improvement
Do you digitize materials according to established standards?				<ul style="list-style-type: none">• Include digital production standards in your processing manual• Establish what technical standards you will use to scan different types of materials (e.g. documents, photographs, audio, video)• Participate in a regional or statewide collaborative digitization project with established technical standards.
Are you able to appropriately digitize materials without damaging them?				<ul style="list-style-type: none">• If beginning a digitization project select a scanner (flatbed, film, or digital camera) that safely reproduces the materials you intend to scan.• Ensure your scanner or other hardware is capable of meeting your minimum production standards.

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Assessment Question	Yes	No	Needs Improvement	Areas for Improvement
Have you established a scope and goals for digitizing records?				<ul style="list-style-type: none">• Draft a project plan for your digitization project that defines what materials you will scan how you will scan them and establishes a budget.• If you intend to “scan on demand” consider re-using your digital reproductions for outreach activities• Set a fee schedule for “scan on demand” services provided to researchers