Planning Digitization Projects: A Brief Bibliography

The following reports and guidelines present clear, broad overviews of the managerial, technical, and financial issues associated with digitizing cultural heritage materials. Most have been prepared by expert committees representing a range of institution types.


Digitization criteria “…that could be used by applicants to and evaluators of the various funding programs in … agencies that support work with archival and library resources.” Arguably the founding document articulating rationales to digitize historic collections.


“There are no absolute rules for creating good collections, objects or metadata. Every project is unique and each has its own goals. There are almost as many ways of categorizing collections as there are collections.” This framework will help shape your project's goals.


Objective: “[to] help institutions to plan projects that build in considerations of quality and access over time.” The handbook is an outgrowth of the first four years of NEDCC's School for Scanning curricula, designed to help participants "make critical decisions regarding the management of digital projects.”


An expert synthesis of research libraries' programmatic goals in digitizing rare, special and general collections in order to support scholarly research, with questions about appropriate future directions.


Article describes key issues in planning and managing digitisation projects, including consideration of implementation issues, costs, and required skills to manage and run projects.
Guidebook provides advice on standards and best practices to organisations involved in the development of cultural heritage Web services. Includes sections on project life cycle, planning, risk management, costing and budgets, and consortia and partnerships.