

Developing a Digital Materials Business Strategy

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Digital Strategies Landscape

- Many approaches, few standards:
 - Electronic Records Management
 - Digital Libraries
 - Knowledge Management
 - Digital Preservation
 - Digital Asset Management
 - Document Management Systems

Digital Strategies Landscape

- Diverse content requires diverse solutions:
 - Technical solutions become obsolete quickly
 - All forms of content require maintenance
 - Relative needs for accuracy and authenticity
 - Compliance/Recordkeeping
 - Digital library/digital archives

Digital Strategies Landscape

- Digital does not equal preservation:
 - Backups are helpful but insufficient
 - Things get lost
 - Human intervention does not scale
 - Accurate rendering may not be sustainable

Recommendations

- Be Strategic:
 - Vital Records approach (business continuity)
 - Archival materials
 - Collaborate with Creators
 - Minimize costs by establishing standards:
 - File Formats
 - Workflows
 - Description practices

Digitization

- Two approaches:
 - Scan highest resolution for quality
 - Scan low resolution for quantity
- Keep high res master scans in dark archive
- Make low res versions for access

Digitization

- Use imaging standards
- Outsource audio/visual work
- Plan to organize and describe

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