This is a repository copy of LIFE-SHARE Project: Developing a Digitisation Strategy Toolkit.

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The Skills map has been created as a guide through all stages of a digitisation project. At each stage it prompts you to assess whether you have the necessary skills and knowledge to proceed. If not, you will be directed to relevant training materials.

The LIFE model (www.life.ac.uk) provides a useful structure to explore digitisation. A modified version is used for the strategy toolkit. At each stage of the digital lifecycle, policies, infrastructure and resources are provided to assist in the establishment and delivery of the strategy.

Resources are vital to support any digitisation strategy. Much of the information you need could already have been produced by someone else. However, there are times when internal resources are necessary. It is useful to create technical guidelines for file formats or metadata standards. These may differ from externally recommended standards to reflect local requirements. Resources are needed at every stage of the lifecycle.

Access can be provided by a range of infrastructure already existing within an institution such as digital libraries, repositories and virtual learning environments. If this is not fit for purpose external services such as JORUM and a multitude of subject based archives and repositories may be useful. Both internal and external infrastructure can also support the Ingest and Preservation stages of the lifecycle.

The LIFE-SHARE project received funding from JISC in September 2009 to explore digitisation across the three White Rose Universities of Leeds, Sheffield and York. The project runs from September 2009 to February 2011. The aim of the project is to identify and establish institutional and consortial strategies and infrastructure for the creation, curation and preservation of a variety of digital content.

For more information check out our website at: http://www.leeds.ac.uk/library/projects/lifeshare/ or email us at: life-share@leeds.ac.uk

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