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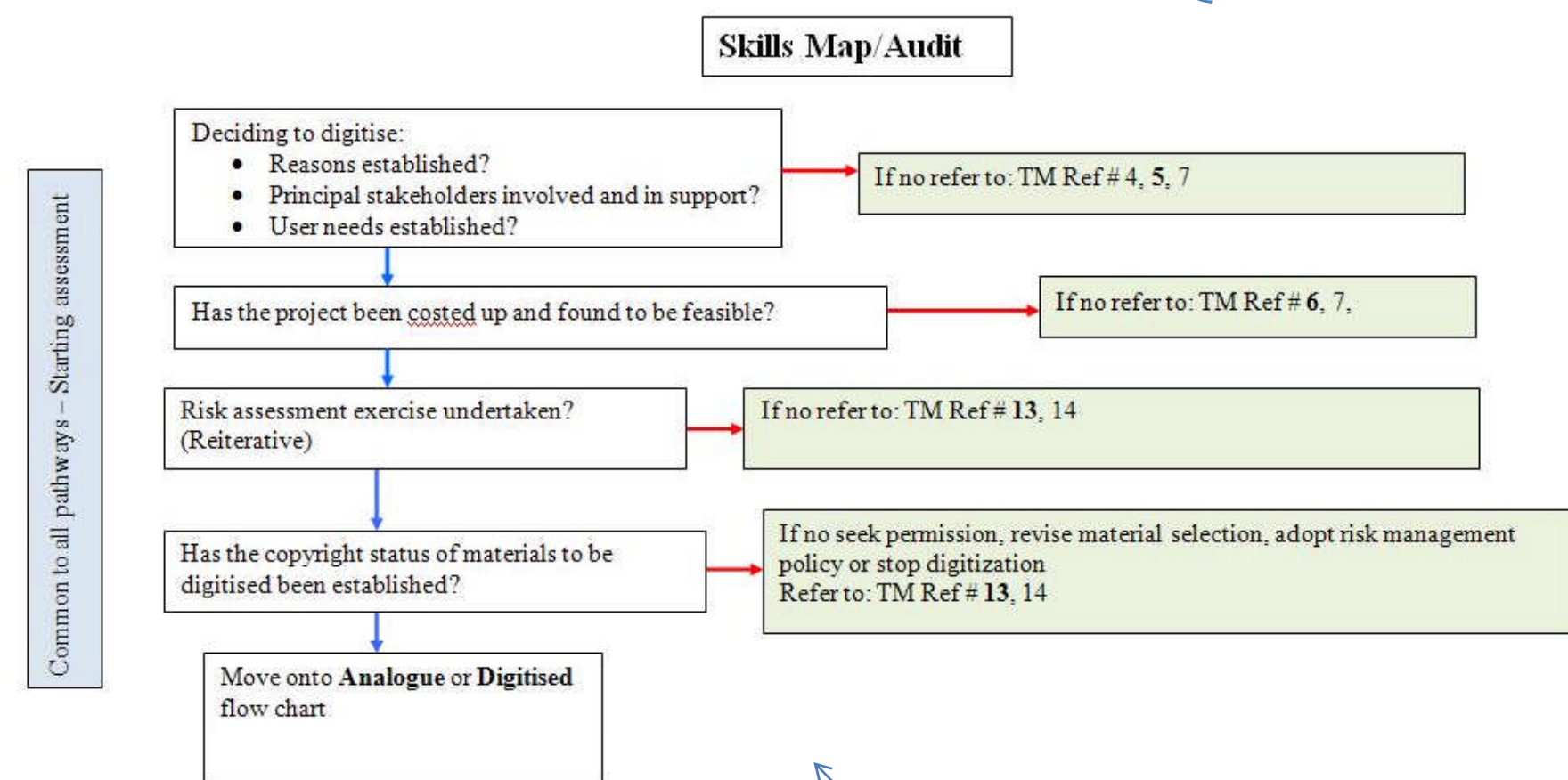
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## Developing a digitisation strategy toolkit

Beccy Shipman, Matthew Herring, Ned Potter, Bo Middleton

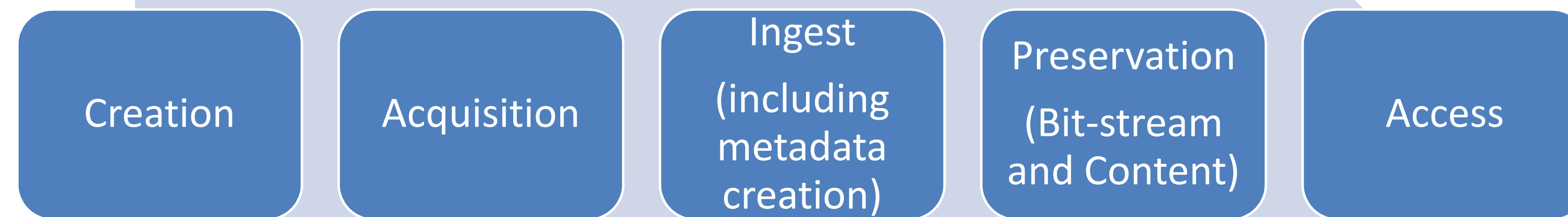
*The Skills map has been created as a guide through all stages of a digitisation project. At each stage it prompts you to assess whether you have the necessary skills and knowledge to proceed. If not, you will be directed to relevant training materials.*



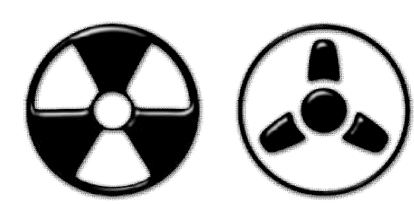
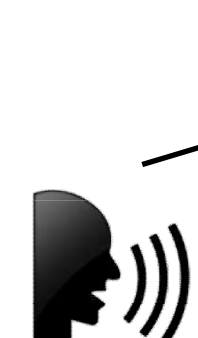
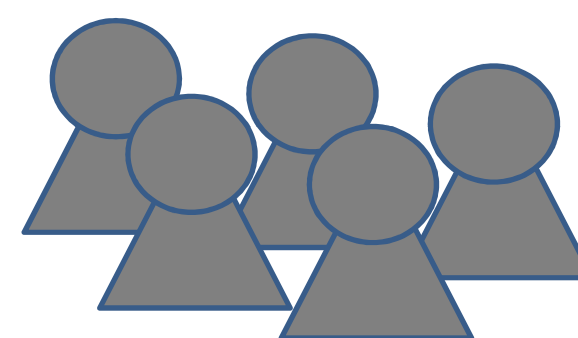
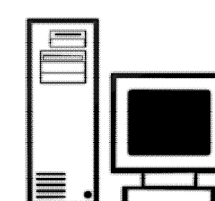
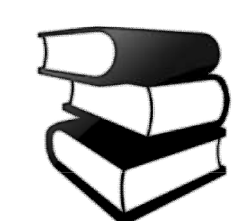
**Resources** are vital to support any digitisation strategy. Much of the information you need could already have been produced by someone else. However, there are times when internal resources are necessary. It is useful to create technical guidelines for file formats or metadata standards. These may 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 model** ([www.life.ac.uk](http://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.



Virtual Learning Environment



**Infrastructure** is key to developing an ongoing digitisation strategy. It may be that the digitising itself is out-sourced but it is still necessary to have infrastructure to support a range of related activities such as metadata creation, storage and access. LIFE-SHARE is exploring how the White Rose Libraries could share infrastructure. This could involve sharing equipment and expertise in a variety of different ways.

**Staff** and their knowledge are essential to developing a good digitisation strategy. To support the development of your strategy it can be useful to carry out a survey of staff skills. Not all staff may use their digitisation skills in their current job so a survey may provide details of unknown expertise you could benefit from.

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](mailto:life-share@leeds.ac.uk)