

THE 5 A's:

A Digitization Decision Guide

Based on the Council on Library & Information Resources' Selection for Digitizing: A Decision-Making Matrix

AUDIENCE

Is there sufficient interest in the material?



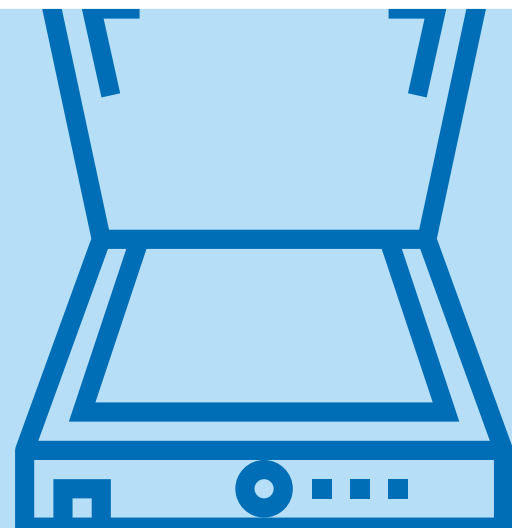
ACCESS

Will digitization increase or improve access for an identified user group?



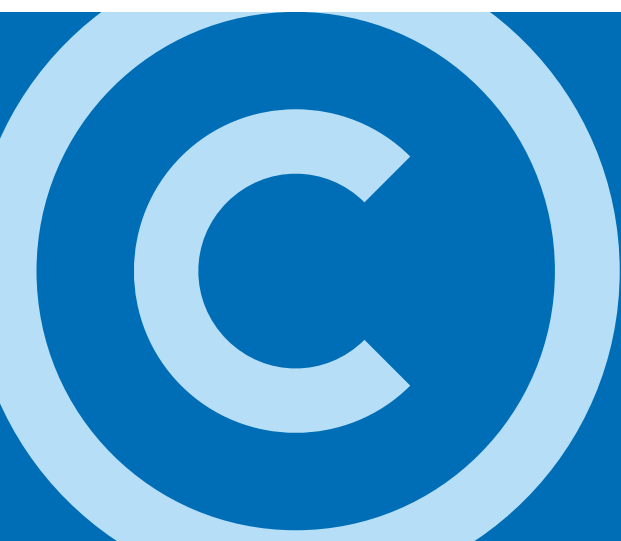
AVAILABLE

Is this material unavailable digitally or, if so, not to standards and best practices?



ALLOWED

Do you have permission to digitize material (either from copyright holder or copyright status)?



ABLE

Do you have resources (funding, equipment, staff time) to digitize, manage, and make accessible?



If you were able to answer "YES" to all of these questions, proceed to developing a digitization project plan!