

# 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?



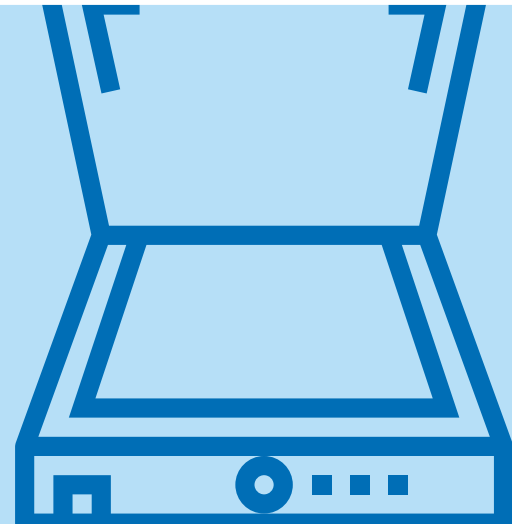
### ACCESS

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!