Digital Imaging Checklist

A stion	Needed?	Duianity	Notes
Action	Needed?	Priority	Notes
Study user needs/identify collections that would benefit from digital access			
Determine whether the materials to be digitized have been filmed elsewhere			
Decide on a preservation strategy for materials to be digitized (e.g., production of preservation microfilm, copy negatives, etc.)			
Become familiar with published resources and guidelines for digital ima- ging in cultural institutions			
Work through Cornell's Digital Imaging Tutorial			
Establish guidelines for image capture			
Devise guidelines for delivery of images to users			
Devise guidelines for long- term storage and maintenance of the digital files			
Choose a vendor for digital imaging			
Write/review/revise contract with digital imaging vendor			
Other			
Other			

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