Creating and Engaging a Sexuality & Gender Digital Collection



Reality



While discussing what the department expected to happen, project scope arose.

Challenges & Lessons Learned:

- There is a lot of confusion around what material should be digitized, and what the work behind how to best digitize material in order to be useful.
- In order to avoid this, explain the time and effort it will take to make the files usable beyond what the department wants in order to preserve and use them in the future.
- Speak about expectations early on, and set boundaries, explaining in depth your reasoning for them.

Scanning



Scanning can take a while, and setting a plan before you begin scanning is important.

Challenges & Lessons Learned:

- Pick a file naming format and stick with it, while also trying to remember that if you are to share the files, the names should make sense to the people using them.
- Keep track of where you keep the files if you are working on them from different work stations or editing them in different platforms.

Sharing



After scanning, make sure to offer to share your finished scans out with the departments.

Challenges & Lessons Learned:

- Sharing the files can be a simple as creating a Google drive folder and making it accessible.
- Try to make the files you share as small as possible; this will make opening and downloading much easier.
- Don't give them the raw files!
 Make sure you share only after you are done editing.

Challenges
throughout the
process



Time Management is critical



Explore different avenues apart from yourself to digitize material

METADATA

Keep in mind the amount of metadata creation you are getting into



Keeping communication open and continuous

