

Audiovisual Digital Readiness Self-Assessment Survey

ABOUT

This *Audiovisual Digital Readiness Self-Assessment Survey* was created by the Community Archiving Workshop (CAW) for use with the [Digital Readiness Toolkit](#). The *Digital Readiness Toolkit* is a guide to creating and tending to digital collections, developed by WiLS (Wisconsin Library Services) and the Recollection Wisconsin Digital Readiness Community of Practice to meet the needs of small to mid-sized cultural heritage organizations. The *Digital Readiness Toolkit* and the *Audiovisual Digital Readiness Self-Assessment Survey* offer a suite of tools and resources that help you to create a customized plan to create, preserve, and provide access to your digital collections.

This *Audiovisual Digital Readiness Self-Assessment Survey* is the starting point for an organization assessing its digital readiness, with a focus on audiovisual collections. It uses a series of questions to help your organization:

- Determine your digital readiness goals for your audiovisual collection and how they fit into your overall mission
- Identify your strengths and challenges in digital readiness
- Define and prioritize one to three digital projects
- Navigate the resources in the *Digital Readiness Toolkit* so that you can create a customized plan to carry out your digital project

Terms and Definitions

Digital readiness is defined by WiLS as: “Having the knowledge, tools, resources and infrastructure to provide online public access to archives and historical records.” CAW also defines digital readiness as “the ability to preserve obsolete audiovisual formats and provide long-term storage of digital records.” CAW also recognizes that online public access is not always possible or preferable for digital audiovisual materials with privacy restrictions or other cultural restrictions.

Digital stewardship is defined by the Society of American Archivists as “the management of digital objects throughout their life cycle to facilitate their long-term preservation and use.”¹

Digital project is defined by CAW as any project that involves the creation, storage, or management of digital files. Throughout the Toolkit and this survey, we use the phrase “digital projects” as an umbrella term to encompass digitization as well as digital stewardship, or the ongoing work of maintaining digital collections.

Digital projects focused on audiovisual collections might include activities such as:

- Digitize analog time-based media such as film or video or audio tape

¹ <https://dictionary.archivists.org/entry/digital-stewardship.html>

- Migrate digital files from optical media, such as DVDs or CDs, to more stable storage
- Reformat digital files from their original formats to a preservation-quality format (i.e. proprietary audio files to Broadcast WAVE)
- Transcode files so they can be used for different purposes, such as for editing or streaming
- Edit files (for example, creating clips for use by patrons from a longer file)
- Organize and rename digital files
- Assess and evaluate born-digital files to determine what to keep and preserve
- Check the health of existing digital files, such as running checksums
- Establish digital storage protocols following the 3-2-1 rule
- Monitor and update digital storage environments
- Add description or create transcriptions to make audio and video recordings more accessible

HOW TO USE THE SUITE OF DIGITAL READINESS TOOLS

Step One: Familiarize Yourself with the Digital Readiness Toolkit

The *Digital Readiness Toolkit* is full of resources and key activities that can help you achieve your digital readiness goals, such as digitizing your collections, providing online access to materials, determining licensing and copyrights, and caring for digital collections long-term. It can be read in a linear way, or you can jump to sections that are relevant to your work. It's not necessary to read the *Toolkit* in full to get started, but it is recommended to get to know its layout and some of its resources before you self assess. As you review the Toolkit, pay special attention to the [Digital Readiness Levels](#), as the survey will refer to them.

Step Two: Complete the Audiovisual Digital Readiness Self-Assessment Survey

The three parts of the survey begin with general questions that help you to think about how digitally ready your organization is, and then focus in to help you to reflect on specific projects. You may find yourself returning to your survey answers over the years to develop grant narratives and assess your progress.

Part One: Narrative Assessment is designed to help you define how digital readiness fits into your overall mission, and help you to brainstorm a preliminary list of digital projects that further that mission.

Part Two: Focus Area Assessment walks you through seven focus areas that the *Digital Readiness Toolkit* defines as important considerations to becoming digitally ready. Completing this section helps you to identify your current strengths and challenges so that you can address them when you plan your digital projects in more detail.

Part Three: The Pathway to Digital Readiness Plan is where you synthesize your answers and discoveries from Part One and Two. Here you will narrow down and identify

your priority digital project or projects from your list in Part One and prepare to create a detailed work plan.

Step Three: Fill Out the Digital Project Planning Worksheet

Once you have defined a priority digital project, use the *Digital Project Planning Worksheet* in conjunction to create an outline, workflow, and budget for your digital project. Return to the *Digital Readiness Toolkit* and go more deeply into the resources that relate specifically to your project.

Step Four: Put It all Together

Once you have gone through the entire process above, you will have the following:

- A *Narrative Assessment* that describes where your organization is in its digital readiness mission and how you would like to improve.
- A *Focus Area Assessment* that defines your areas of strengths and challenges.
- *Pathway to Digital Readiness Plan* that lists your goals and priority digital projects that will build upon your strengths and address your challenges.
- A list of resources in the *Digital Readiness Toolkit* related to your goals.
- A completed *Digital Project Planning Worksheet*, which will help you turn your digital project ideas into concrete plans with a workflow and budget.

You are now ready to start your digital project and become more digitally ready!

TIPS FOR TAKING THE AUDIOVISUAL DIGITAL READINESS SELF-ASSESSMENT SURVEY

"Overall this survey was an uplifting experience and raised my spirits! It enabled me to identify my strengths and anxieties regarding copyright and long-term records management and preservation."

- James Scott, Sacramento Public Library

The *Audiovisual Digital Readiness Self-Assessment Survey* is not a test— it is a process of self-discovery, reflection, and learning. There are no right or wrong answers. If you are unsure of what a term means, the *Toolkit Glossary* can help. If you are unsure of what a question means, answer it the best you can and make a note to yourself to return to that question later. It is ok to answer a question with “I don’t know”; challenging questions are flags that let you know where you can improve or where you need more information. Note any questions that you had trouble answering— this indicates an area that you can improve upon as part of your digital readiness mission. If you feel overwhelmed or have more questions than you do answers, jot them down in a separate document, set them aside for the time being, and continue with the survey. As you move through the process and use the suite of digital readiness resources, you will find that concepts that were challenging or unclear at the start of the project begin to make sense.

Plan to spend about two to four hours completing the entire survey. The more time and detail that you put into the survey questions, the better prepared you will be to plan and carry out digital projects.

“This survey is an opportunity for candor.”

- Sean, The African American Museum and Library at Oakland

The survey is most successful if you reach out to a variety of staff and stakeholders to answer the survey questions collectively. We encourage the use of the survey as an opportunity to gather and organize existing documentation that may be in disparate places. Even if you believe you know the answer to a question, approach it with a sense of curiosity; many survey takers find out new information about their collection during the process.

The survey asks you to estimate the number of items and formats in the collection. Do your best to estimate without counting every item. If you find that you are spending more time counting items than you are reflecting on your digital readiness goals, that’s a sign to refocus. Create the best estimate that you can with the information you have– any estimate will create a foundation for planning. You can always go back to the question and revise an estimate later.

It is recommended to revisit and retake the *Audiovisual Digital Readiness Self-Assessment Survey* every one to three years to track your progress and re-evaluate your digital readiness goals.

CASE STUDIES:

In progress: Two Case Studies will go here

The following is a case study of an organization which used the suite of digital readiness tools to define their digital readiness goals and to prioritize, plan, and implement a digital project as a first step.

**AUDIOVISUAL DIGITAL READINESS SELF-ASSESSMENT SURVEY
PART ONE: NARRATIVE ASSESSMENT**

Please refer to your previous answers to review this section.

**AUDIOVISUAL DIGITAL READINESS SELF-ASSESSMENT SURVEY
PART TWO: FOCUS AREA ASSESSMENT**

In the first part of the survey, you reviewed your organization's big picture activities and defined your digital readiness goals. In this section, you will look at specific key activities that help you to meet those goals. As you go through the key activities, you will get a sense of where your organization's strengths and challenges are, and you will generate a list of specific activities that will support you in becoming digitally ready.

This section is divided into seven Focus Areas. Each Focus Area is divided into bronze, silver, and gold sections containing the key activities.

- In each section below check off the box next to the activity that best describes what your organization has done or is in the process of doing.
- At the end of each focus area is a summary section where you will self-define as bronze, silver, or gold in each category.
- List the key activities that feel like a high priority for you to complete.

This is not a test. The point is not perfection. This is an exercise for self-reflection and discussion at your organization so that you can have better clarity on your next steps. No organization is expected to have all or even most of the key activities completed. Be mindful to not get stuck on exactly what activities are right for you at this stage. Make your best educated guess and work collaboratively. You can always go back and revise your answers.

Focus Area 1: Plan and Prioritize

Digital projects can be more complex and take more time than you may expect. It's helpful to start small, set realistic goals, and define roles and tasks in advance. In other words, **develop a plan to guide your work.**

Select the activities your organization has completed.

Bronze Level (Lay a Strong Foundation): Key Activities

- Articulate your organization's goals for digital work.
- Develop a digital mission statement.
- Assess collections and prioritize potential digital projects.
- Identify projects for digital stewardship such as
 - What level of inventory is appropriate for the collection
 - Digital storage development

- Target preservation formats
- Identify potential project partners and community resources that can support your projects
- Identify existing resources and resources that need to be acquired for:
 - Funding
 - Staff
 - Equipment
 - Digital Storage

Silver Level (Put into Practice): Key Activities

- Define foundational projects that need to take place before your digital project, such as:
 - Collection inventory and assessment
 - Digital storage planning
- Prioritize a project for digital stewardship.
- Create a detailed plan for a high priority digital project.
- Acquire/gather resources needed to support your project plan.
- Get input from partners as you develop the plan and keep partners informed throughout the process.

Gold Level (Refine and Sustain): Key Activities

- Gather ideas and examples of digital collection development policies.
- Draft a digital collection development policy and obtain feedback from stakeholders.
- Finalize and adopt the policy.

Summary of Focus Area 1: Plan and Prioritize

What level would you describe your organization (Bronze, Silver, Gold)? Why?

Gold. We have almost completed our DACS (Digital Audiovisual Collection Sustainability) project. We have a strong workflow for digitizing collections and storing and maintaining files. We could improve how we prioritize collections.

List one or two key activities in this focus area that are a high priority for you.

Prioritizing collections for digitization

Focus Area 2: Obtain Permissions

Determining the copyright status of the digital materials you will make available online can seem daunting, but there are tools available to help you assess your organization's risks and responsibilities. Before you get started, think about the following:

- Owning a physical item does not necessarily mean you hold the copyright to that item.
- Scanning an item does not change its copyright status or create a new copyright.
- Regardless of copyright status, there may be ethical and privacy considerations about how items are displayed or used.

Select the activities your organization has completed.

Bronze Level (Lay a Strong Foundation): Key Activities

- ~~Adopt a deed of gift form that includes language about online access to digitized and born-digital content, or update existing deed of gift form.~~
- If creating new digital content, such as oral history interviews, use a permission form that includes language about online access, or update existing permission form.
- ~~Identify and gather existing documentation that may inform copyright permissions: deeds of gift, donor permission forms, or correspondence with donors.~~

Silver Level (Put into Practice): Key Activities

- Identify items not covered by copyright (in the public domain).
- Review items to determine whether privacy, ethical, or cultural considerations will determine appropriate access.
- Make determinations about appropriate access to items covered by copyright and in the public domain.

Gold Level (Refine and Sustain): Key Activities

- Use standardized rights statements or Creative Commons licenses to describe the copyright status of digital items.
- Develop a conditions of use statement.
- Develop a takedown policy.
- Develop a statement or notice about potentially harmful content.

Summary of Focus Area 2: Obtain Permissions

What level would you describe your organization (Bronze, Silver, Gold)? Why?

Silver. We have good contracts in place that protect AVHC from litigation, but we need more education and training and consultation to know how to use the collections, possibly license them. We have material in the collection that is culturally sensitive, and we don't stream it. Some of that material is important. We need a consultant to help us to understand how to handle this material so it is available but handled in a sensitive way.

List one or two key activities in this focus area that are a priority for you.

- Make determinations about appropriate access to items covered by copyright and in the public domain.

- Review items to determine whether privacy, ethical, or cultural considerations will determine appropriate access.
-

Focus Area 3: Digitize

Digitization is the process of making a digital copy of a physical object -- for instance, scanning a document, using a digital camera to photograph an artifact, or converting an audiocassette recording into a WAV file. Another common term for this process is **reformatting**.

Your goal here is to create a digital file that represents the original item as accurately as possible, using recognized standards that will keep the file usable for years to come. Keep in mind that this digital file will need ongoing care and storage, just as proper care and storage is still needed for the original physical object (See the **Store and Maintain** section of the Toolkit for more on caring for your digital files).

Select the activities your organization has completed.

Bronze Level (Lay a Strong Foundation): Key Activities

- Determine if the project will be done in-house or outsourced to a vendor.
- Identify the resolution, color, bit depth, file format, and other standards you will use to digitize materials.
- Prepare a statement of work

Silver Level (Put into Practice): Key Activities

- Prepare physical materials for reformatting.
- Complete a pilot project. Digitize a handful of items to check your settings and make sure the standards you identified will give you the results you want.
- Document your workflow. Create a step-by-step outline of your digitization procedures.

Gold Level (Refine and Sustain): Key Activities

- Develop a list of what to check during a quality control review.
- Determine who is responsible for quality control.
- Use a log to track digitization work and quality control reviews.

Summary of Focus Area 3: Digitize

What level would you describe your organization (Bronze, Silver, Gold)? Why?
Gold. We have accomplished all of these tasks, and we have and actively use an excellent handbook. We only need more digitization!

List one or two key activities in this focus area that are a priority for you.

n/a

Focus Area 4: Describe

Descriptive information about your digital content, called **metadata**, helps users find your items, understand their contents and origins, reflect on your community's history and values, and make sense of how they may use the materials.

Select the activities your organization has completed.

Bronze Level (Lay a Strong Foundation): Key Activities

- ~~Adopt a file naming convention and document it.~~
- ~~Determine the metadata standard you will use and how the metadata fields apply to your collections.~~
- ~~Review the metadata gathered during the planning phase. Determine what additional metadata can be added, including more detailed content or technical information.~~
- ~~Determine who is responsible for updating the inventory. Consider a community-based inventory day.~~

Silver Level (Put into Practice): Key Activities

- ~~Create metadata for items.~~
- ~~Update existing metadata to incorporate identified revisions.~~

Gold Level (Refine and Sustain): Key Activities

- ~~Identify and/or create controlled vocabulary lists to use when creating metadata.~~
 - ~~Create a data dictionary to document the standards you will use for metadata.~~
-

Summary of Focus Area 4: Describe

What level would you describe your organization (Bronze, Silver, Gold)? Why?

Gold. We have accomplished all of these activities.

List one or two key activities in this focus area that are a priority for you.

n/a

Focus Area 5: Share

This section of the Toolkit is all about access. Who will access the digital content you're creating or acquiring? Where and how will they access it, and for what purpose? The appropriate level of

access may vary depending on the content. You might share some items openly online with no restrictions. Other materials might be made available to certain researchers on-site only, due to copyright considerations, cultural protocols, or other factors.

Select the activities your organization has completed.

Bronze Level (Lay a Strong Foundation): Key Activities

- Review options for providing access to digital content.
- Choose access options that meet your needs and goals.

Silver Level (Put into Practice): Key Activities

- Add digital collection items and related metadata to your CMS or other identified access option(s).
- Identify partnership opportunities to make your items more widely discoverable.
- Create alternative text descriptions for all visual images to be shared online.
- Create searchable full text for all text materials to be shared online.
- Create transcripts or captions for all audio and video recordings to be shared online.

Gold Level (Refine and Sustain): Key Activities

- Provide alternative text descriptions for all visual images shared online.
- Provide searchable full text for all text materials shared online.
- Provide transcripts or captions for all audio and video recordings shared online.

Summary of Focus Area 5: Share

What level would you describe your organization (Bronze, Silver, Gold)? Why?
Silver. We have files available online, but little content description.

List one or two key activities in this focus area that are a priority for you.

- Create alternative text descriptions for all visual images to be shared online.
-

Focus Area 6: Store and Maintain

The activities in this section of the Toolkit will help put your organization in a position to manage your digital content over time, across generations of technology, so that the files you create or collect today can be opened and used 5, 10, or 50 years from now.

Select the activities your organization has completed.

Bronze Level (Lay a Strong Foundation): Key Activities

- Create a [collection-level log](#) to document existing and incoming digital collections.
- Review and assess current storage methods and locations, including servers, hard drives, thumb drives, etc.
- Review existing digital collections and determine what steps are needed to prepare those collections for long-term stewardship. For example:
 - Moving files onto long-term storage or off of unstable hard drives and non-preservation level formats such as CDs and DVDs
 - Creating reference files for playback
 - Renaming files according to a standard naming convention
 - Determining what digital materials should be kept and if there are digital materials that can be deaccessioned

Silver Level (Put into Practice): Key Activities

- Determine at least one location within your organization where you will store a copy of each unmodified primary file and its related metadata.
- Determine at least one location off-site where you will store a copy of each unmodified primary file and its related metadata.
- Move copies of files to their storage locations.
- Develop a best practice long-term storage plan for digital assets
- Develop a best practice back-up plan for digital assets

Gold Level (Refine and Sustain): Key Activities

- Document your storage decisions. Where is it? Who can access it? How?
- Determine how you will check the integrity of your digital files (fixity).
- Document procedures used for any file-checking tools and perform checks on a regular schedule.
- Implement best practice storage plan for av files.
- Create a schedule and workflow for checking storage locations at least annually.

Summary of Focus Area 6: Store and Maintain

What level would you describe your organization (Bronze, Silver, Gold)? Why?

Gold. We just completed a two year project to put many of these measures into place.

List one or two key activities in this focus area that are a priority for you.

- Determine how you will check the integrity of your digital files (fixity). (IT does this but the methodology is not clear)
-

Focus Area 7: Evaluate

As you move through the Digital Readiness Levels, take time to review and reflect on your work on a regular basis. Evaluation is both outward-looking -- how is our work making a difference for our users and our community? and inward-looking -- what have we learned? How can we improve or evolve our work?

Although this section comes last in the Toolkit, evaluation is best approached as an ongoing mindset. Continually refer back to the core “Check as You Go” questions in the Digital Readiness Levels:

- Is it documented?
- Is it sustainable?
- Is it appropriate, relevant, and/or accessible?
- Is it working?

Select the activities your organization has completed.

Bronze Level (Lay a Strong Foundation): Key Activities

- Define user groups and their information needs.
- ~~Develop outreach ideas, plans, or strategies.~~

Silver Level (Put into Practice): Key Activities

- ~~Gather information about how your collections are being used, such as research inquiries or reproduction requests.~~
- Consider using tools such as Google Analytics or Facebook Page Insights to gather data about views and searches.
- Check in with stakeholders, gather feedback, survey

Gold Level (Refine and Sustain): Key Activities

- Document lessons learned and ideas for how to apply what you've learned to future projects.
- Connect and collaborate with other practitioners engaged in digital work.
- Implement stakeholder feedback with new programs or projects

Summary of Focus Area 7: Evaluate

What level would you describe your organization (Bronze, Silver, Gold)? Why?

Bronze. We gather no information about our users and very little about how the collection is used. Mostly this is done in an ad hoc way in monthly reports. This is something we can prepare to do now that we have material online and digitized. This section is a lower priority for us right now.

List one or two key activities in this focus area that are a priority for you.

- Check in with stakeholders, gather feedback, survey (A survey would be a great place to start!)

AUDIOVISUAL DIGITAL READINESS SELF-ASSESSMENT SURVEY PART THREE: PATHWAY TO DIGITAL READINESS PLAN

In this section, you will review and synthesize your findings from the first two sections. You will use this section to:

- Define your digital readiness mission
- Create a list of digital projects that will help you to achieve your digital readiness mission
- Choose one to three digital projects as high priority, and move onto the planning stage for those project(s) using the Toolkit.

I. Define a Digital Mission Statement

In this part, you will use your survey responses to create or revise a digital mission statement. Below are examples of statements, and a series of prompts to help guide you. Note: This does not have to be a final version or officially approved for you to move forward creating your Pathway to Digital Readiness Plan. It is intended to synthesize your findings and provide focus.

Examples of Digital Mission Statements:

<https://recollectionwisconsin.org/digital-readiness-toolkit/plan-and-prioritize/bronze>

Digital Mission Statement Prompts:

- How does digital readiness support the overall mission of the organization?
- How does digital readiness improve access?
- How does digital readiness support your community?
- What opportunities for programming or education could digital readiness open up?

Digital Mission Statement (write below):

AVHC is dedicated to the digitization of at risk materials and to providing access to those materials to increase public knowledge of history and culture and to encourage community participation in the creation and telling of those stories.

II. Define Strengths and Challenges

In this part, you will synthesize the findings from Sections One and Two to define your greatest strengths and challenges in becoming digitally ready.

What are your greatest strengths in digital readiness? Consider existing equipment, access to education, staff knowledge, completed digitization projects, resources in your community, etc. Try to list at least three strengths in bulleted form.

Strengths:

- Education, training, staff knowledge
 - We have a staff member trained in audiovisual preservation and an audiovisual digitization specialist. We always need more training!
- Strategy and Planning
 - We have a strong and clear vision of where we are going and how to get there in our strategic plan.
 - The DACS project has been crucial for us in organizing our digital assets!
- Community
 - We have a strong community through the work we have done with Community Archiving Workshop. We would like to strengthen that community, possibly through more collective grant projects.

What are your greatest challenges in digital readiness? Consider lack of equipment, trouble knowing how to use equipment, lack of dedicated staff, etc. List at least three challenges in bulleted form.

Challenges

- Staffing
 - We need more digitization staff
- Copyright and Licensing
 - This could be an area to monetize the collection and help support increased preservation
- Managing Culturally sensitive materials
- Online Database
 - We have online streaming video, but it would be great to have a database of the av collection that is public facing. We also have uninventoried parts of the av collection that need to be inventoried.

III. Focus Area Summary

In this section, you will summarize your findings from the Focus Areas so that you have them all in one place. You will briefly describe how they specifically relate to your organization. Go back to each focus area summary that you completed for each of the seven focus areas in Section Two. List here all of the key activities that you named as a priority in the summary.

Under each Key Activity:

Describe how the activity relates to your organization. (1-2 sentences)

Describe why the activity is a priority, and how completing the activity will be useful. (1-2 sentences)

Example

Key activity: Create a [collection-level log](#) to document existing and incoming digital collections

We have digital recordings of all of our lectures from 2019 stored on hard drives. The hard drives are all stored in an office space. We do not know what files are on what hard drives. This is a priority because we will need to find these files in the near future and we want to include them in our archive. If we create a log of these hard drives, we will know where the files are.

Example

Key Activity: Adopt a file naming convention and document it.

We have no file naming convention in place. This is a priority because we are having trouble finding the files, and we keep taking more and more files in. No one is sure how to name files when they come in, and it's hard to keep track of files. We could use guidance on how to create a file naming convention.

Focus Area 1: Plan and Prioritize: GOLD

Priorities:

Prioritizing collections for digitization.

Currently we use the AADRAC system and we love it, but we need to put it on a schedule.

Focus Area 2: Obtain Permissions SILVER

Priority:

- Make determinations about appropriate access to items covered by copyright and in the public domain.
- Review items to determine whether privacy, ethical, or cultural considerations will determine appropriate access.

Focus Area 3: Digitize: GOLD

Priority:

To do more digitization. Our current rate is too slow to meet digitization needs.

Focus Area 4: Describe: GOLD

Priority:

To complete the inventory of collections that have no record.

Focus Area 5: Share: SILVER

Priority:

Create alternative text descriptions for all visual images to be shared online.

Focus Area 6: Store and Maintain GOLD

Priority:

Determine how you will check the integrity of your digital files (fixity). (IT does this but the methodology is not clear)

Focus Area 7: Evaluate BRONZE

Priority

Check in with stakeholders, gather feedback, survey (A survey would be a great place to start!)

IV. Turn the Key Activities into Digital Projects

In this section, you will synthesize your list of priority activities above into a list of top priority digital projects. Using the list above, name 1-3 high priority digital projects that you would like to complete in the next one to two years. You can simply list three Key Activities from above that are important to you, or you can decide to create a digital project that combines several related key activities. You can give the project a name, such as the Collection Inventory Project, the Digital Storage Planning Project, or the VHS Digitization Project.

Example:

VHS Digitization Project: This project would digitize a collection of 300 VHS tapes. First we would assess and inventory the collection, then determine what file formats we want to use, then find a vendor to digitize the collection, then purchase digital storage for the files.

1. **The Audiovisual Collection Licensing Project** This project would hire a person dedicated to determining the rights of existing, digitized av materials. It would create a workflow for doing so in the future. It would bring in a consultant to help staff develop policies and methodologies for charging for footage use, if possible. Existing materials would be tagged and described in depth. (Make determinations about appropriate access to items covered by copyright and in the public domain).
2. **The Culturally Sensitive Materials Access Project** This project would hire a consultant to assist the organization in developing improve policies around providing access to racist and culturally sensitive materials (review items to determine whether privacy, ethical, or cultural considerations will determine appropriate access.)

3. **The Audiovisual Digitization Project** This project would use the written and tested workflows developed by AVHC over the past five years in digitization to hire a digitization specialist full time to digitize the collections.

V. Plan Your Digital Project

In this section, choose one high priority digital project from the list above and create the outline of a plan for the project. This plan can help you get started on your project or seek funding to start the project. Once you have one project plan complete, you can create plans for your other priority digital projects as well. Name the project below.

Our Current High Priority Digital Project is:

4. **The Audiovisual Collection Licensing Project** This project would hire a person dedicated to determining the rights of existing, digitized av materials. It would create a workflow for doing so in the future. It would bring in a consultant to help staff develop policies and methodologies for charging for footage use, if possible. Existing materials would be tagged and described in depth. (Make determinations about appropriate access to items covered by copyright and in the public domain).

Use the [Digital Project Planning Worksheet](#) and the Toolkit resources to create a detailed outline and budget for the digital project.

Once you have completed a Digital Project Planning Worksheet for your project, consider the additional planning questions:

1. Where will funding come for the project?

The library Foundation, a corporate donor, or possibly a grant? Not sure what grant would cover something like this.

2. Who will the project serve?

All users would find the material they are looking for more easily. Filmmakers would know how to license collections (filmmakers are sometimes hesitant to use the collection for fear of breaking the law). The collections would benefit if there was a licensing fee for professional use.

3. What ways can you involve the community in the project (shared space or resources, learning opportunities, etc.)

Great question! We could do a licensing workshop to help other orgs with video. Or informally share gained knowledge.

4. What resources from the Toolkit will help you with your project?

A section on copyright for AV materials. Examples of charging fees and how to do that, especially as a government collection.

5. Are there other resources that are not in the Toolkit that would help you with your project? See above