

Checklist for planning your digitisation project

Grant applications for digitisation must show you have considered the checklist below

We have a complete catalogue of all our items

A catalogue is a formal record of each and every item in your collection. Your collection is at risk without one.

YES ► Go to Conditions and Storage

NO ► If you don't have a complete catalogue that complies with the international standards listed below (or equivalents), we recommend that, as a first step, you seek funding for the services of an accredited professional to catalogue your items. You must do this because digitisation requires very specific information in your catalogue to be permanently linked to each digital copy that is created.

ISAD (G), ISAAR, SPECTRUM, MSPI

We have thought about the condition and storage of our items

The preservation of your physical archival material or heritage objects is paramount. You need to demonstrate that your material is physically stable and stored in conditions that will protect and preserve them for as long as possible.

YES ► Go to Digitisation standards

NO ► If your material is fragile or unstable, we recommend that you seek funding for the services of professional accredited archivists and conservators to take care of the storage and conservation needs of your items.

What is Digitisation?

Digitisation is the process of making digital copies of physical objects. You can digitise all kinds of archival material and heritage objects such as photos, books, papers, manuscripts, artifacts, artworks and recordings.



Our project complies with digitisation standards

The mantra for digitisation is 'Once and Done', meaning digitisation should be done once and done correctly. This ensures that your digitisation project complies with necessary standards, saves time and money, and prevents overhandling of items. Digitisation requires very specific information in your catalogue to be permanently linked to each digital copy that is created.

If you plan to do the digitisation yourself, you must use equipment that produces preservation-quality digital images and demonstrate compliance with one of the standards listed below. If you plan to use a supplier to do the digitisation, they should do the same.

**METAMORFOZE, FADGI 4,
ISO 19263 / ISO 19264**

YES ► Go to Sharing Material Online

We are ready and able to share our digital material online

Lastly, to receive Heritage Council funding for digitisation, you must share your digitised material publicly online. Your funding application must specify how you will share your digitised material online. This is usually done via your own online platform/collections management systems or through an external provider.

You must also ensure that you have the relevant rights and permissions to share your digitised material online. If you own the rights to the material, no other permissions are needed. If copyright is owned by another party, permission must be sought and granted prior to publication online.

Lastly, keep in mind that you must also comply with the GDPR requirements of any information you hold and publish about living individuals.

Sensitive material may not be suitable for online publication and would be exempted from this requirement at the discretion of the Heritage Council.