

Digitising your collection

Learning Objective

To consider the value, benefits, and challenges of digitising your collection

To consider the planning steps required for preparing and submitting a feasibility report

Scenario Summary

LOCATION: IN THE ARCHIVE

Your organisation has recently approved your request to begin the process of digitising your spontaneous memorial collection. You have been asked to prepare a feasibility report outlining what this process will look like and how it will contribute to the value and longevity of the collection.

This report should include gathering the views and opinions of bereaved families and the wider community.

Key Considerations

Think about why you are digitising your collection – what's your project's vision? How does this play into continued relevance of the collection?

What resources do you already have in place to complete this work?

How will you identify and organise your team? Will you use staff, volunteers or consultants? Consider listing your team members and allocating responsibilities as part of this report.

Further training, support, and key readings

[Doing digitisation on a budget](#)

[Digitisation project planner](#)