

I attended a Metro/OCLC workshop entitled "Preparing Digital Projects" on April 2003 in NYC with Jason Torre, Gulnara Shafikova, and Diane Englot. Looking back on this occasion, some of the most valuable points I came away with were:

1. Those engaged in digitization should have a specific audience in mind for a chosen project. Knowing the audience's needs and how they will want to use created materials is vital to the success of the project. All other planning determinants flow from this point of knowledge.
2. The first project chosen should be manageable. Its size should not be too huge. Goals for providing meta data should be modest.
3. A chosen project should be consistent with the overall service and collection development goals of the library.
4. At the present time, there are no accepted standards or strategies that guarantee permanence of digitized materials. Nevertheless, the team responsible for digital projects should develop strategies toward this goal.

Jason presented a comprehensive review of this meeting at one of our recent Brown Bag sessions. He has written a full report which I believe appears on our Blackboard page.

Respectfully submitted,
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