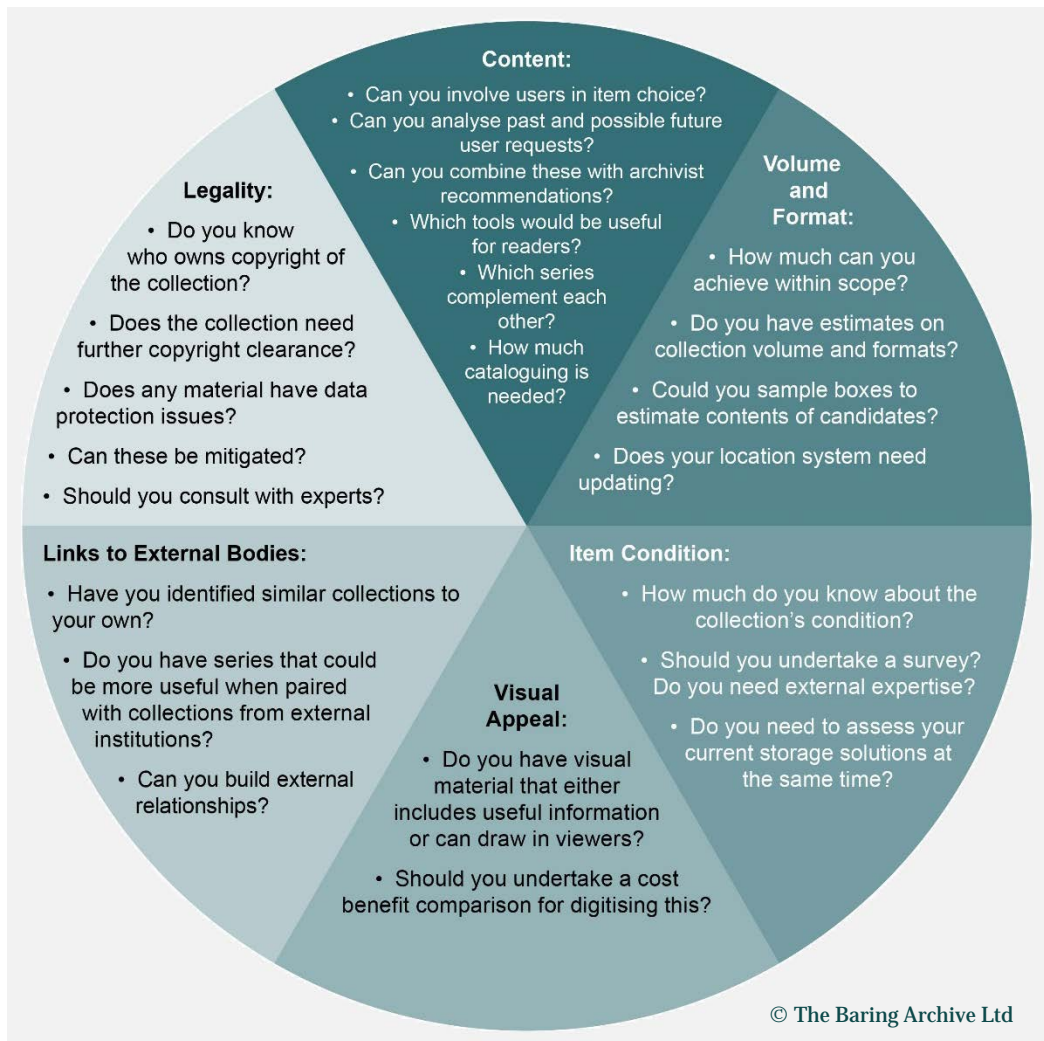# The Baring Archive
Digitisation Selection Model

This model can be used as a starting point to select material for digitisation in archives and heritage institutions.

Content:
- Can you involve users in item choice?
- Can you analyse past and possible future user requests?
- Can you combine these with archivist recommendations?
- Which tools would be useful for readers?
- Which series complement each other?
- How much cataloguing is needed?

Volume and Format:
- How much can you achieve within scope?
- Do you have estimates on collection volume and formats?
- Could you sample boxes to estimate contents of candidates?
- Does your location system need updating?

Legality:
- Do you know who owns copyright of the collection?
- Does the collection need further copyright clearance?
- Does any material have data protection issues?
- Can these be mitigated?
- Should you consult with experts?

Links to External Bodies:
- Have you identified similar collections to your own?
- Do you have series that could be more useful when paired with collections from external institutions?
- Can you build external relationships?

Visual Appeal:
- Do you have visual material that either includes useful information or can draw in viewers?
- Should you undertake a cost benefit comparison for digitising this?

Item Condition:
- How much do you know about the collection's condition?
- Should you undertake a survey? Do you need external expertise?
- Do you need to assess your current storage solutions at the same time?

Get in touch

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