

**Digital Imaging Checklist**

Action	Needed?	Priority	Notes
Study user needs/identify collections that would benefit from digital access			
Determine whether the materials to be digitized have been filmed elsewhere			
Decide on a preservation strategy for materials to be digitized (e.g., production of preservation microfilm, copy negatives, etc.)			
Become familiar with published resources and guidelines for digital imaging in cultural institutions			
Work through Cornell's Digital Imaging Tutorial			
Establish guidelines for image capture			
Devise guidelines for delivery of images to users			
Devise guidelines for long-term storage and maintenance of the digital files			
Choose a vendor for digital imaging			
Write/review/revise contract with digital imaging vendor			
Other			
Other			