**Student number**

**Name**

Digitization stands as a pivotal mechanism for archival institutions and archivists, serving the dual purpose of enhancing access and ensuring the preservation of historical materials.

The expectations surrounding digitization are centered on the immense potential it offers. First and foremost, it promises unparalleled accessibility, transcending geographical boundaries and temporal limitations, thereby facilitating continuous global access for educational and research purposes. Additionally, digitization extends institutional advantages by boosting the image of archival institutions, raising awareness about their collections, and overcoming physical constraints by offering virtually limitless storage for historical materials.

However, these promising prospects are met with several challenges. Foremost among them is the demanding nature of digitization, which requires substantial investments in human resources, finances, and advanced technological infrastructures. Financial constraints further complicate matters, with the high costs of digitization juxtaposed against decreasing budgets, potentially limiting the scope and pace of these efforts. Moreover, the inherent challenge of authenticity arises, as digital surrogates may not faithfully capture the precise nuances and essence of the original materials, raising questions about altered authenticity.

Looking ahead, the future challenges for archival institutions and archivists in the realm of digitization are multifaceted. They encompass the perpetual need for adaptation to evolving technologies, ensuring ongoing access and preservation capabilities in an ever-changing digital landscape. Preservation strategies will be crucial, as maintaining the readability, usability, and integrity of digital content over time amid format changes and technological obsolescence remains a significant concern. Additionally, the establishment and adherence to standardized processes and best practices in digitization and preservation will be pivotal for ensuring long-term accessibility and interoperability of digitized materials.

Comments & Questions