**What is digitization?**

Digitization is the process of converting information into the digital form. It has the advantages of allowing duplication and distribution of information without damaging the original piece. Digitization is performed on information sources that are not “born-digital” for example, paintings, historical artifacts, songs.

**What is a digitization policy?**

A digitization policy constitutes documentation that governs the conversion of analog artifacts to digital forms.

**Components of digitization policies for digital libraries**

1. Selection policy for objects to be digitized [1]
2. Standards to be followed
3. Equipment and resources required
4. Workflow processes and timeline
5. Location of digitization (In-house or outsourced)
6. Person in charge
7. Linked metadata standards for digitization candidates and digitization outputs
8. Linked copyright policies for digitization candidates and digitization outputs
9. Linked preservation policy for digitization candidates
10. Quality assurance checks

**Sample digital library digitization policies**

* Selection Policy for Digitization Projects: <http://www.dartmouth.edu/~library/digital/about/policies/selection.html?mswitch-redir=classic>
* National library of Finland: <http://www.nationallibrary.fi/libraries/dimiko/digitisationpolicy.html>

**Useful Links**

* Best practice examples in library digitization <http://www.europeanatravel.eu/downloads/ETravelD2%202final.pdf>
* Care and Handling guidelines for the Digitisation of Library Materials <http://www.nla.gov.au/digital/care_handling.html>
* Overview of Current Digitization Practices <http://www.epa.gov/natlibra/documents/OverviewCurrentDigitizationPracticesLMIJuly07.pdf>
* Digital Imaging Best Practices: <http://www.mndigital.org/digitizing/standards/imaging.pdf>
* Criteria for Digitizing, Collecting, and Storing Digital Content: <http://www.library.umass.edu/about-the-libraries/library-policies-and-procedures/criteria-for-digitizing-collecting-and-storing-digital-content/>

**References**

[1] Selection Policy for Digitization Projects (<http://www.dartmouth.edu/~library/digital/about/policies/selection.html?mswitch-redir=classic>)