Guiding Donors Towards Digital Archiving Policies

Midwest Archives Conference
Lexington, KY  •  9 May 2015

Laura Alagna
@Digitized_Laura
laura.alagna@northwestern.edu
The Oriental Institute at the University of Chicago

- Research institute and museum specializing in ancient Near East civilizations, founded 1919
- Now employs over 130 faculty, research associates, and staff
- Conducts wide range of research and scholarly activity
1) Take a service-based approach

2) Know your audience

3) Keep expectations realistic
A service-based approach

✧ **Be available**
Communication and flexibility are key

✧ **Offer solutions**
Let them know what you can do!

✧ **Provide resources**
Articles, guides, web resources, DIY
Know your audience

- Don’t overwhelm them
- Understand what they want from you (and what they don’t)
Keep expectations realistic

✧ Base recommendations on the available resources
✧ Use simple solutions
✧ Reduce barriers to implementation
Remember: something is better than nothing!

Thank you